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WASHINGTON BUILDING
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SAN FRANCISCO OFFICE
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995 MARKET ST.

Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
April 8, 1942

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

SOCIAL WELFARE BOARD
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ROUTE 1, BOX 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
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MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS

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250 FRONT STREET
SAN FRANCISCO

BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

IN REPLY PLEASE REFER
TO:

My dear Mr. Peek:

Attached hereto are three copies of regulations,
currently effective, made by the State Department
of Social Welfare.

These regulations are filed in accordance with
Article 21 of Chapter 3 of Title 1 of Part 3 of
the Political Code as amended by Chapter 628,
Statutes of 1941.

Very sincerely yours,

Martina A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

Attachments

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

APR 10 1942

PAUL PECK, Secretary of State

By *[Signature]* Deputy

Culbert L. Olson
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
702 David Hewes Bldg.
955 Market Street

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
March 7, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
806 S. SAN RAFAEL AVENUE
PASADENA
MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSEY
MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
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SAN FRANCISCO
BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES
J. STITT WILSON
1725 HIGHLAND PLACE
BERKELEY

DEPARTMENT BULLETIN NO. 181

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

IN REPLY PLEASE REFER
TO

Subject: Service to Aliens of Enemy
Nationality Affected by
Department of Justice Removal
Orders

I. Introduction

The State Department of Social Welfare and the Federal Security Agency have agreed to a plan whereby the county departments of welfare are being asked to assume responsibility beginning March 9, 1942, for service to aliens of enemy nationalities whose need for continuing assistance has arisen as a result of Department of Justice orders establishing certain prohibited areas from which enemy aliens were required to move by February 15 and February 24. This plan relates only to that phase of enemy alien evacuation which was performed under these orders and contemplates the offering of service (on a month to month basis) for a period approximating three months, or until such time as families have re-adjusted themselves after the move. This does not refer to families of interned aliens unless the families were required to move from prohibited areas, nor persons affected by Army Proclamation No. 1, issued March 2, 1942.

The county departments of welfare are being asked to perform this service because they are the local operating units of a statewide operating agency, whereas the Bureau of Public Assistance of the Social Security Board is not. During the few weeks that the Bureau of Public Assistance staffed United States Employment Service offices with social assistance workers, staff was borrowed from the county departments. It has been necessary for most of these staff members to return to their usual jobs in the county departments. Furthermore, inasmuch as the number of assistance cases is so small and the case load is so scattered throughout the State with relatively small concentration in any one area, it seems inadvisable to continue staffing employment service offices throughout the State for this particular job.

The Federal Security Agency has assured us that they will assume all identifiable administrative expense in connection with this program and will pay needed assistance to beneficiaries of this program upon orders drawn by an authorized representative of your agency for assistance in cash or in kind according to the instructions outlined in this bulletin.

II. General Statement of Organization and Operation During Period of Removal from Prohibited Areas

On January 31, 1942, Mr. Paul V. McNutt, Federal Security Agency Administrator and Director of defense, health and welfare services, accepted upon the

request of the United States Attorney General the responsibility of facilitating the transfer of alien enemies from areas designated by the Attorney General and of relocating and reestablishing such aliens in appropriate places and in appropriate activities.

Funds were allocated for this purpose to the Administrator of the Federal Security Agency. The funds allocated were intended to provide temporary and emergency assistance to aliens whose need arose directly and immediately as a result of the actions of the Department of Justice in prohibiting the presence of enemy aliens in certain areas and restricting or curtailing their activities in other areas. This emergency program was administered directly through the Regional Office of the Federal Security Agency and the services offered included: (1) information or referral to the proper source for information needed by aliens in order that they may conform to existing regulations; (2) services in connection with resolving problems of housing, moving, emergency medical care, and related contingencies; (3) financial assistance on an emergency basis to cover immediate expenses directly attributable to moving from prohibited areas and for which aliens had no immediate available resources; (4) job placement or referral to unemployment compensation benefits if eligible through the U. S. Employment Service offices.

The Regional Director of the Federal Security Agency was responsible for developing and putting into effect plans for the relocation and reestablishment of this alien group, with the Public Assistance Representative responsible for the administration of the assistance program to this group of persons, and the employment service representative responsible for the employment services. The services were offered through certain of the regularly established employment offices where a social assistance staff was assigned. Generally, the social workers assigned to the employment offices were county welfare department workers who had been given a leave of absence by the county departments and who were added to the Federal payroll for a temporary period. For the guidance of the social work staff in the United States Employment Service offices, the attached manual of policies and procedures was prepared. This same manual is attached for your general information and instruction where applicable.

During the period up to and including February 24, an approximate number of over 5,000 persons were seen in the 29 U. S. Employment Service offices to which social workers were assigned. Of this number, 233 received major services, including financial assistance to 87 families. It has been determined that of these 87 families, approximately 75 will require continuing care. It is anticipated that in addition to this number, there will be other families who made their own moving arrangements but who may be in need of some financial assistance because of the emergency move.

III. General Plans for Continuing Care to Aliens of Enemy Nationalities During the Next Few Months

The group of persons who would be served by county departments of welfare under this whole plan would be: (1) those aliens of enemy nationalities whose need arose directly as a result of Department of Justice orders prohibiting their presence in certain areas and curtailing their activities in other areas, and who have already received from the Federal Security Agency some financial assistance in making their original move; (2) those aliens of enemy nationalities who now find that as a direct result of Department of Justice orders prohibiting their presence in certain communities and restricting their activities in others, they are in need of financial assistance. So far, only about 10 such cases have come to the attention of the Federal Security Agency and it is not anticipated that the number of such cases will be large.

Under these plans the county departments would assume no responsibility in connection with removal. The funds to be supplied by the Federal Security Agency may be used for moving that portion of the enemy alien's family who did not move with him by February 24 but decided later to join him. Their only responsibility would be to offer continuing assistance to those who have already been determined to be in need of it and to grant assistance to those who have moved on their own resources and who now find themselves to be in need. The total assistance costs would be paid by the Federal Security Agency. The county will not be subject to audit inasmuch as it will not be expending the funds. The funds are expended by the Disbursing Office of the Federal Security Agency.

In offering service to this particular group of aliens, the county departments will follow, with a few exceptions, the same procedures as those outlined in the attached manual that was prepared for the social assistance staff. The eligibility requirements for this assistance are the same as are outlined in Item IV-1 and -2 of Section IV, and the standards in accordance with which assistance is to be granted will be the same as those currently used by the county for its indigent cases. Doubtful cases should be cleared with the State Representative in the Regional Office.

Further interpretations of Item 2 of the Section are as follows:

- (a) A dependent is any person who was in fact dependent upon an enemy alien prior to the time of moving.
- (b) Cases receiving Indigent Aid prior to removal from a prohibited area are eligible to this Federal assistance if they are now living in another county.
- (c) In general, cases receiving Indigent Aid prior to removal from a prohibited area moving only to another part of the county in which they had been living are not eligible to Federal assistance. In the event that the needs of the family are substantially increased because they are forced to live in another area, consideration may be given on a case by case basis to the use of Federal funds for the supplementary assistance. These cases should be cleared with the State Representative in the Regional Office.
- (d) Aliens or their dependents who have not been moved from prohibited areas but whose occupation and therefore earnings have been cut off because their former employment was in a prohibited area may receive this assistance.
- (e) Persons receiving categorical aid remain the responsibility of the State and county. Applications for categorical aid should be handled in the usual manner.

IV. Relations Between County Departments of Welfare, State Department of Social Welfare and Federal Security Agency.

General supervision of the work performed in the county departments on this particular group of cases will be offered by the State Department of Social Welfare through its regular field staff. A State staff member will be in the Regional Office to give consultative and liaison service to assure unified direction of the program. The counties, in contacting the Regional Office, will make the contact through this person.

Supplies of forms to be used will be sent directly to the county departments from the Regional Office of the Federal Security Agency. An initial supply of disbursing order forms FSA-dsa-3 and forms dsa-1 and dsa-2 should be received by the county on March 9, 1942.

Duplicate copies of the forms dsa-1 and dsa-2 will be transmitted by the counties to the State representative in the Regional Office of the Federal Security Agency and disbursing orders will be sent directly by the counties to the Regional Office for payment by the disbursing officer there. A master index of cases to whom assistance and service were offered by the county departments of welfare will be maintained in the Regional Office of the Federal Security Agency.

V. Intake Procedures

The sources of county intake for this particular program will include: (1) referrals from the Federal Security Agency; (2) referrals from the U. S. Employment Service offices; and (3) direct application to county welfare department offices.

The Regional Office of the Federal Security Agency has identified those cases to which financial assistance has heretofore been granted and which will need continuing assistance. The complete case records on all cases to which aid has been granted with a summary of the assistance plan will be transferred to the county welfare department located in the area in which the family now lives. The county welfare department, through the assigned worker, will offer continuing service and care.

Where direct applications for aid are made to the county welfare departments, the same intake procedures will be followed as are outlined in Section III of the attached manual. In other words, the worker assigned to this work by the county welfare department will prepare a form dsa-1 or dsa-2 for every new applicant. These forms will continue to be prepared in duplicate, one copy being routed to the State representative in the office of the Federal Security Agency in San Francisco.

In instances where families now in need moved originally on their own initiative out of the county in which they formerly lived, it will be necessary for the county department to which the family makes application to clear with the county in which the applicant formerly lived and if this fails then with the State representative in the Regional Office. The purpose of this clearance is to verify that applicant lived in a prohibited area. The clearance may be made by letter, wire or telephone.

VI. Investigation and other Case Procedures

The principles underlying the procedures described in the attached manual are still pertinent. All of these procedures presuppose exercise of judgment and discretion on the part of the worker in determining methods of verification. It should be remembered, however, that those procedures were designed primarily to meet emergent and temporary needs. The following modifications, therefore, will need to be made for those cases determined to be in need of more than emergency assistance: (1) While during the period of removal (up until February 24) a home visit was made primarily for the purpose of verifying the fact that the person was living in a prohibited area, home visits will now be made, when necessary, for the purpose of determining continuing need. (2) Verification of the receipt of unemployment compensation will need to be made in those cases in which it has been indicated

that such compensation is forthcoming. Such verification may be made either through an office interview with the family or through the local U. S. Employment Service office. (3) Assistance plans may now be made for a month rather than for a two week period in those cases which have been determined to be in need of continuing care. Eligibility as to need and other factors on these cases are to be cleared to the satisfaction of the county in the same manner as any other case applying to the county for relief, i.e., if the county is satisfied as to the need without a home call this is permissive. On the other hand, there is no requirement that emergency orders be issued prior to the county's own determination of the need therefor.

VII. Recording, Numbering, and Disbursing Procedures

1. Recording and Numbering

A record is to be maintained on every case receiving service or assistance. There may be two groups of records in each county department -- (1) the records transferred from the Federal Security Agency and (2) the records originating in the counties as a result of direct application by the individual to the county welfare department.

The records will be maintained in the same manner as that outlined in the attached manual; that is, the basic records, dsa-1 and dsa-2 will be used. The application or record card dsa-2 may be signed and made a sworn statement by the applicant himself should the county desire. These forms will already have been prepared if the records are transferred from the Federal Security Agency (1) above. The forms will originate in the counties when direct application is made. In this event, they will be prepared in duplicate in the same manner as indicated in the manual, with the exception that the numbering procedure will be similar to that currently used by the county welfare departments. The county prefix now used for Old Age Security and other cases will be used. For example, a case originating in Alameda will carry the prefix "Ala", then the regular case number assigned in the county for local identification, and a suffix "dsa." This same prefix, case number, and suffix will be noted on all forms relating to the case. Each county should begin a new series of numbers for the group, i.e., Ala 1 dsa.

Cases are to be sent in to the Federal Security Agency office when closed. The counties may make copies for their own files if they desire.

When case records are transferred from the Federal Security Agency, the county prefix, county case number, and suffix will be used in addition to the prefix and number already appearing on the transferred records.

Duplicates of all the dsa-1 and/or dsa-2 forms originating in the counties will be transmitted to the Regional Office of the Federal Security Agency at the end of each week, except that the first order dsa-3 must be accompanied by the dsa-2. A transmittal form, dsa-5, will be sent in with the weekly report forms as described in the manual. On the basis of these records, it will be possible in the Regional Office of the Federal Security Agency to prepare a weekly report of cases added in each county and also to continue to maintain the master index of all cases receiving service and/or assistance.

2. Disbursing

Essentially, the same disbursing procedure as that described in the attached manual is to be used. The departures from the procedure outlined in the manual are minor. The departures are as follows: (a) There will be only one disbursing officer in the State. This officer is located in the Social Security Board

office in San Francisco. Accordingly, all disbursing orders will be routed to 785 Market Street, San Francisco, either for recording of obligations incurred (when orders are issued on vendors) or for cash payments to clients. When orders are made in cash, mark an "X" through No. 5 on the order dsa-3 and insert under 8 "Direct Cash Payment," and follow that with the itemized budget which goes to make up the total amount, such as: Food \$ _____; Clothing \$ _____; etc. (b) Orders dsa-3 are to be signed at item 11 by the county worker authorized by signature card on file in the Federal Security Agency to sign disbursing orders. (c) Signatures of the authorized county workers to sign these orders must be on file in the Social Security Board office at 785 Market Street, San Francisco, prior to acceptance and payment of any order. These should be sent in on a 3 x 5 card.

In order that the workers in the counties may be advised of action in connection with cash payments to clients, the disbursing officer will mail a simple notification to the county advising therein that a check requested for the client has been mailed.

The compilation of reports covering the amount of assistance granted will be made in the Regional Office of the Social Security Board on the basis of disbursing order transmitted to the Regional Office.

Orders may be written by the county for medical care given in these cases based upon actual costs therefor and for either acute or chronic cases. These orders may be issued to any vendor or may be used for cash payments to the applicant himself or to reimburse the county for hospitalization expenditures provided the expenditures are identifiable and based upon the actual cost.

These orders, dsa-3, may not be used for payment of transportation by common carrier but may be used for payment to the individual to provide his own transportation. If the assistance plan includes moving the families and cash is not desirable, requests for tickets must be made to the State representative in the Regional Office of the Federal Security Agency and transportation will be purchased there and forwarded to the county welfare department.

In the Federal Security Agency office, the disbursing officer will countersign all disbursing orders, for it is only upon his signature that the Treasury Department will make payment.

Instructions for claiming for administrative expense will be sent you in a few days.

VIII. Use of the Attached Manual

The attached manual, with the adaptations for county use mentioned in points V, VI and VII above, contains the policies and procedures to be followed in offering service to this particular group of aliens of enemy nationalities. The manual is incomplete and where there appears to be a conflict this bulletin governs. An amended manual will be forwarded later. Sections 1 and 2 are not particularly pertinent at this time, but they have been included in the manual largely for the purpose of giving a picture of organization and operation of the program up to March 9.

(Authority: Sections 113 and 120,
Welfare and Institutions
Code.)

Very sincerely yours

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare
Dept. Bul. No. 181
Page 6

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SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
March 12, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
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1745 HIGHLAND PLACE
BERKELEY

IN REPLY PLEASE REFER
TO:

DEPARTMENT BULLETIN NO. 181-A

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Service to Aliens of Enemy
Nationality Affected by
Department of Justice Removal
Orders and Plan for Reimbursement

Effective at once the procedure for handling inquiries as outlined in Department Bulletin No. 181 is changed. Counties wishing to make inquiry regarding policies or individual cases will clear with the assigned Field Representative of the State Department of Social Welfare if the Field Representative happens to be in the county when the problem arises. If the Field Representative is not immediately available, the County Welfare Director is to communicate with the Area Supervisor in Field Service Division who will secure the answer and immediately communicate the reply to the County Welfare Director. The Area Supervisors and the counties within each area are as follows:

AREA I - Miss Genevieve Murrigan - Area Supervisor
David Hewes Building
995 Market Street
San Francisco, California
Telephone Underhill 8700, Local 825

Alameda	Lake	Napa	Santa Clara
Contra Costa	Marin	San Benito	Santa Cruz
Del Norte	Mendocino	San Francisco	Solano
Humboldt	Monterey	San Mateo	Sonoma

AREA II - Miss Margaret Bullard - Area Supervisor
616 K Street
Sacramento, California
Telephone 2-4711, Local 2252

Alpine	Kings	Placer	Stanislaus
Amador	Lassen	Plumas	Sutter
Butte	Madera	Sacramento	Tehama
Calaveras	Mariposa	San Joaquin	Trinity
Colusa	Merced	Shasta	Tuolumne
El Dorado	Modoc	Sierra	Yolo
Fresno	Nevada	Siskiyou	Yuba
Glenn			

AREA III - Mrs. Bernice Copland - Area Supervisor
 Washington Building
 311 South Spring Street
 Los Angeles, California
 Telephone Madison 1271, Local 567

Los Angeles

AREA IV - Mrs. Gladys Johns - Area Supervisor
 Washington Building
 311 South Spring Street
 Los Angeles, California
 Telephone Madison 1271, Local 567

Imperial	San Bernardino
Inyo	San Diego
Kern	San Luis Obispo
Mono	Santa Barbara
Orange	Tulare
Riverside	Ventura

PROCEDURE FOR SECURING REIMBURSEMENT FOR ADMINISTRATIVE COSTS.

In order to keep at minimum the counties' actual outlay for administrative expenses in connection with the service given to enemy aliens as set forth in Department Bulletin No. 181, the following arrangements are made:

- (1) Telegrams. No actual outlay should be incurred by the counties for telegrams. When necessary to incur telegraphic expenses in this connection, the telegram should bear instruction to the telegraph company to charge the Federal Security Agency - Enemy Alien Fund - 785 Market Street, San Francisco, California. When wiring to the State Representative in the Federal Security Agency offices in San Francisco, send the telegram collect. In this way the county will not have any charges on which it would be necessary to claim reimbursement.
- (2) Long Distance Telephone Service. For long distance calls made in this connection, it will be necessary to report the date of the call, the person making the call, the person or office called and the amount. Forms will be provided by the Federal Security Agency for this purpose when and if claims for reimbursement are proposed.

For items other than the above, either of the following plans may be selected:

ALTERNATE PLANS UNDER WHICH REIMBURSEMENT MAY BE SECURED.

PLAN I - PARTIAL REIMBURSEMENT THROUGH CATEGORICAL AID PROGRAMS

Any additional expense incurred for salaries and transportation for the operation of this program may be included for partial reimbursement as a defense activity under the provision of Bulletin No. 119-E. This Bulletin No. 119-E sets forth a general policy whereby county administrative expense for participation in a defense activity may be continued without segregation from the other welfare activities of the county. Thus, the portions of administrative expense now paid by the Social Security Board for the categorical aids will also cover, partially, expenditures for this program. This plan contemplates use only of regular personnel and equipment as incidental service.

PLAN II - COMPLETE REIMBURSEMENT THROUGH CLAIMS MADE DIRECTLY TO THE FEDERAL SECURITY AGENCY

If you desire to make a separate claim for each identifiable item (excluding 1 and 2 above) directly connected with the activities outlined in Bulletin No. 181, you may file claims on forms, which will be furnished on request, to the Federal Security Agency, 785 Market Street, San Francisco. Such administrative expenses directly connected with the program would be claimed from the Federal Security Agency on the following basis:

- (1) Salaries. Actual salary expenses of persons doing the direct job may be claimed, providing a time record showing this activity is kept in the county office. Such time record should be identifiable from the record kept for the categorical aids. If the person who is performing functions directly related to the program also shows record of time devoted to the categorical aids, the time spent on this defense activity is to be charged against "Enemy Alien Defense" on DFA-43 as program K to support any reimbursement claim.
- (2) Transportation.
 - A. Do not claim for mileage or upkeep where county-owned equipment is used.
 - B. Claims may be made for mileage for privately owned automobiles or common carrier transportation chargeable to the "Enemy Alien Defense", providing claim can be substantiated by the following information:
 - a. Date of travel
 - b. Between what points of travel
 - c. Meter reading at start and finish
 - d. Miles traveled
 - e. Amount claimed

Forms for presentation of this claim will also be furnished on request from the Federal Security Agency.

Any claim made for administrative expense directly to the Federal Security Agency is to be shown in amount separately identified as "Enemy Alien Defense" in the "Extraneous" Column on Form DFA-64 and DFA-64A when the above outlined PLAN II is followed.

Questions with regard to the method of claiming under PLAN I and the preparation of all DFA forms should be submitted directly to the Division of Financial Administration in Sacramento.

(Authority: Sections 113 and 120
Welfare and Institutions
Code)

Very sincerely yours

Martha A. Chickering
MARTHA A. CHICKERING, Director
Department of Social Welfare

Culbert L. Olson
Governor

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STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR
Sacramento
March 18, 1942

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BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES
J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

DEPARTMENT BULLETIN NO. 183

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

IN REPLY PLEASE REFER

Subject: Public Proclamations Nos. 1 and 2

Public Proclamations Nos. 1 and 2 issued by "Headquarters Western Defense Command and Fourth Army" on March 2 and 16, 1942, respectively, designate, among others, military areas 1 and 2 which, generally, include Western California (note page 75 of the attached Proclamation). Offices of the War-time Civilian Control Administration are now being established throughout California where all the Federal agencies concerned will coordinate their services into a central bureau. Detailed information as to the exact locations of these offices and detail as to services which those offices will perform will be forwarded in a few days. Generally the WCCA offices will be staffed by a representative from the Federal Reserve Bank of San Francisco, Farm Security Administration, United States Employment Service, and the Bureau of Public Assistance of the Social Security Board. The services rendered by these offices will relate to the disposition of property of persons or classes of persons who may be subsequently removed from areas designated, adjustment of farm problems in these areas, the employment services, transportation of persons from the declared areas, and general information or service needed to effectuate removal.

In California, this war-time evacuation will probably be one of the greatest planned movements of population ever undertaken, and the State and counties must take their share of the work and responsibility involved. As in the beginning of the program, certain counties will be asked to make staff available for the Federal Security Agency in the WCCA offices; but all counties must carry a part of the program.

It is to be noted that these Proclamations Nos. 1 and 2 merely establish military areas and zones and encourage voluntary evacuation from specified areas. At a later date the headquarters of the "Western Defense Command and Fourth Army" will designate evacuation areas according to priorities of location and will specify dates by which such evacuation must be completed. During the period in which there will be a voluntary evacuation the County Welfare Departments are expected to function in practically the same manner as heretofore as relates to the granting of relief or services. Those persons who eventually may be required to evacuate and who find themselves in need of relief at this time should receive such relief through the regular county facilities but must all be referred to the WCCA office for any directions and information relating directly to evacuation or transportation.

It is anticipated that on the date to be proclaimed by the "Headquarters Western Defense Command and Fourth Army" all persons not having voluntarily evacuated prior to that date will be moved by the United States Army to reception centers outside of the designated area. This group will be a responsibility of the Federal Government. Just what provision will be made for possible future needed aid for the persons who voluntarily evacuate or who for some reason may not go to reception centers but who may need relief or services in the future is not yet finally decided upon, but as yet there is no Federal fund indicated for their care.

Inasmuch as there will be a need for an exchange of information between the County Welfare Department and the office of WCCA particularly for that group which asked for transportation from the offices of the WCCA, arrangements should be made as soon as possible between your welfare office and the social assistance worker in the office of WCCA for referral information so that there need be no duplication of investigation to determine the total transportation problem, such as number in family, amount of furniture, et cetera. Attached is a suggested referral form. A limited supply may be obtained from this office.

It must be borne in mind that Proclamations Nos. 1 and 2 referred to in this bulletin in no way change the present operation of the orders of the Department of Justice and explained in Departmental Bulletin No. 181, which is continued in force and operation as heretofore.

Very sincerely yours

(Authority: Sections 113 and 120
Welfare and Institutions
Code)

Martina A. Chickering
MARTHA A. CHICKERING, Director
Department of Social Welfare

Attachments

REFERRAL TO WCCA OFFICE

NAME _____ Date _____

Address _____

Appl. for Asst. _____ Type of Asst. granted _____
 Date _____ Date _____ Amt. per mo. _____

No. Persons in family _____ Ages _____ Household _____

Citizenship _____

Residence _____

Real Property _____ Location _____
 Legal Description _____ Address _____

Personal Property _____ Cash _____ Auto _____
 Household - No. of Rooms _____

Past Employment _____

Relatives _____
 Name _____ Address _____ Relationship _____

Signed _____

_____ County Welfare Department

Culbert L. Olson
Governor

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SACRAMENTO
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WASHINGTON BUILDING
311 SOUTH SPRING STREET

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DAVID HEWES BUILDING
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STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
March 12, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
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IN REPLY PLEASE REFER
TO:

DEPARTMENT BULLETIN NO. 182

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: State Prison Road Camp
Allotments

MANDATORY ALLOTMENTS

(This bulletin has been prepared with the assistance and approval of Prison Camps, Division of Highways, State Department of Public Works.)

Statutory Provision.

Section 2763 of the Penal Code as amended in 1941 provides:

"The Department of Public Works shall monthly pay from the net credit to each convict's account to his dependents who are receiving State aid such amounts as the department estimates will equal but will not exceed two-thirds of his total credits during the period of his employment. Immediately prior to or upon the termination of the employment hereunder of any convict for any reason, any additional payment necessary to such dependents to cause the total amount paid to them to equal two-thirds of the convict's net credits shall be made. If the convict's dependents are not receiving State aid, such convict by written order signed by him, may direct the department to likewise make such payments in the same manner to such dependents as he designates. In no event, however, shall payments be made to dependents until there is a net credit to the convict's account of at least twenty-five dollars (\$25), and no payment shall be made to dependents which will reduce said net credit below the sum of twenty-five dollars (\$25). If a convict is discharged from prison while he is in a road camp, all sums to his credit shall be paid to him on his release. All sums to the credit of any convict who is for any reason returned to the prison or is paroled from the road camp shall be paid to the warden of the prison, and by him shall be paid to the convict at such times and in such amounts as the board prescribes."

Legal Interpretation.

"State Aid" as used in this section includes Old Age Security, Aid to Needy Blind, Aid to Partially Self-Supporting Blind Residents, and Aid to Needy Children. "Dependents" are relatives for whose support the convict is legally responsible. (See Manual of Policies and Procedures, Chapter on "Relatives," especially Sections 170-05, 170-10, 170-15.) In Aid to Needy Children, the mother is not deemed to be receiving "State Aid" for herself. Therefore, since the children are the only persons receiving "State Aid" the parent of the children is the only relative in Aid to Needy Children to whom the above section of the Penal Code applies.

Verification Procedure in Aid to Needy Children.

When eligibility is based on the commitment of the parent to a prison, verification must be obtained from the prison of the date of commitment and presence in the institution, and notification requested of any change of status such as escape, parole, or assignment to a road camp. (See suggested form letter #1.) When the county receives notification from the prison that the prisoner has been transferred to a road camp, it is the responsibility of the county, under the decentralized plan of operation, to arrange for allotments from road camp earnings. An inquiry shall be sent by the county to Prison Camps, Division of Highways, P.O. Box 1499, Sacramento, California, indicating to whom the allotment shall be paid. (See suggested form letter #3.)

Verification Procedure in Old Age Security, Aid to Needy Blind and Aid to Partially Self-Supporting Blind Residents.

1. If, at the time of initial investigation or reinvestigation, it is found that any responsible relative is an inmate of a State prison, an inquiry shall be sent by the county welfare department to the prison stating that the prisoner is a responsible relative of a recipient of "State Aid" and requesting notification if he is assigned to a road camp. (See suggested form letter #2.)
2. If, at the time of initial investigation or reinvestigation, it is found that any responsible relative is in a State prison road camp, or upon receipt of notification from a prison that a prisoner has been assigned to a road camp, a letter will be sent by the county welfare department to Prison Camps, Division of Highways, P. O. Box 1499, Sacramento, California, indicating to whom the allotment shall be paid. (See suggested form letter #3.)

Allotment Checks.

Allotments are usually not available until the prisoner has been in camp four months. Allotments are not regular, and are variable in amount, depending upon the number of days worked, cost of maintenance, and deductions for commissary purchases. Counties will be notified of date and amount of each allotment check mailed by the Department of Public Works, (see sample form letter #4) and will also be notified when the prisoner leaves camp.

In Old Age Security, Aid to Needy Blind and Aid to Partially Self-Supporting Blind Residents, allotment checks will be made out by the Department of Public Works to the recipient of "State Aid." Allotments shall be considered as income in the month received and adjustment of the grant shall be made in accordance with policies governing adjustment of current income.

In Aid to Needy Children, the allotment check will be made out by the Department of Public Works to the payee if the children are living with the mother or relative, or to the county if children are living in boarding homes or institutions, and shall be considered income in the month received.

Notification of Discontinuance of Aid.

It is the responsibility of the county welfare department to notify Prison Camps, Division of Highways, when aid is discontinued for a person receiving mandatory allotments from a prisoner's road camp earnings.

VOLUNTARY ALLOTMENTS

As stated above, the Penal Code requires that mandatory allotments shall be made to dependents for whom the convict is legally responsible, and further provides:

"If the convict's dependents are not receiving State Aid, such convict by written order signed by him, may direct the Department (of Public Works) to likewise make such payments in the same manner to such dependents as he designates."

It should be pointed out that this type of allotment is entirely voluntary, and is initiated solely upon the request of the prisoner himself. Prison Camps, Division of Highways, after the convict signs the form requesting such an allotment, obtains an affidavit from the allottee giving the relationship to the prisoner. Information in regard to voluntary allotments in any individual case may be obtained from Prison Camps, Division of Highways, P.O. Box 1499, Sacramento, California.

Very sincerely yours

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

Attachments

(Authority: Section 2763
Penal Code of California

Section 1560
Welfare and Institutions
Code)

Suggested Form Letter #1

WARDEN

IMPORTANT
In reply refer to:

Dear Sir:

In connection with an application for State Aid for the children of _____, who was born on _____ at _____ and whose wife, _____, is living at _____ may we request that you send us the date of his commitment to your institution and his prison number.

Will you notify us if the prisoner is assigned to a road camp, paroled, discharged, escapes, or dies, giving the date on which this occurs?

Thanking you for your assistance, we are

Very truly yours

Suggested Form Letter #2

_____, Warden

Name:
State No.
County No.

Dear Sir:

We are informed that _____ has been
(Name of Prisoner)

committed to prison. He is the _____
(Father, Spouse, Son)

of _____ who is an applicant for,
(Name of Applicant or Recipient)

or a recipient of:

Old Age Security ☐

Aid to Needy Blind ☐

Aid to Partially Self-
Supporting Blind Residents ☐

Section 2763 of the Penal Code provides that allotments shall be made from convicts' accounts for their dependents who are receiving "State Aid." Will you therefore notify us if

_____ is assigned to a road camp?
(Name of Prisoner)

County Welfare Department

Suggested Form Letter #3

Prison Camps
Division of Highways
P. O. Box 1499
Sacramento, California

Name:
State No.
County No.

Road Camp Allotments

Gentlemen:

We are informed that _____ has been
(Name of Prisoner)

assigned to a road camp. He is the _____
(Father, Spouse, Son, etc.)

of _____, who is an applicant for,
(Name of Applicant or Recipient)

or a recipient of:

Aid to Needy Children ☐

Old Age Security ☐

Aid to Needy Blind ☐

Aid to Partially Self-
Supporting Blind Residents ☐

In accordance with Section 2763 of the Penal Code, please send
allotment checks to _____ at
(Name of Applicant or Recipient)

(Address) (City)

County Welfare Department

Sample Form Letter #4

C-69
2-42 300

DEPARTMENT OF PUBLIC WORKS
DIVISION OF HIGHWAYS
PRISON ROAD CAMPS

Prisoner _____
Number _____
Camp _____

Director, County Welfare Department

County of _____

_____, California

Dear Sir:

Please refer to your file _____, your
notice dated _____.

Allotment check has been mailed to _____

_____ Date _____

Amount _____

This is the _____ check issued on this account, making
a total to date of \$ _____.

Yours very truly,

C. H. PURCELL
State Highway Engineer

By

Prison Road Camps
P. O. Box 1499
Sacramento, California

Culbert L. Olson
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
April 13, 1942

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
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1745 HIGHLAND PLACE
BERKELEY

IN REPLY PLEASE REFER
TO:

My dear Mr. Peek:

Attached hereto are three copies of regulations,
currently effective, made by the State Department
of Social Welfare.

These regulations are filed in accordance with
Article 21 of Chapter 3 of Title 1 of Part 3 of
the Political Code as amended by Chapter 628,
Statutes of 1941.

Very sincerely yours,

Marttha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

Attachments

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

APR 14 1942

PAUL PECK, Secretary of State

By *[Signature]*
Deputy

Culbert L. Olson
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING

DIRECTOR

Sacramento

April 10, 1942

SOCIAL WELFARE BOARD

ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
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1680 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
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BERKELEY

DEPARTMENT BULLETIN NO. 185

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS
CHILDREN'S INSTITUTIONS

IN REPLY PLEASE REFER

TO:

Subject: Payment to Enemy Aliens
(Cancelling Bulletins 119-D,
169-A, and 174)

The Attorney General advised the State Controller on March 12, 1942, regarding his responsibility, and other agencies of the State, with respect to that Federal act known as the "Trading With the Enemy Act of 1917," particularly, in regard to the filing of certifications of nationality by persons doing business with the State.

The Attorney General advises that the Controller may pay funds to German or Italian nationals, or Japanese aliens, or to business enterprises owned or controlled by them, unless he has affirmative knowledge that such payments would be prohibited by certain United States Treasury licensing orders, or that such nationals had not filed appropriate reports with the Federal Reserve Bank.

Please be advised, therefore, that it will no longer be necessary for persons doing business with the State to furnish certifications as required by our previous bulletins, Nos. 119-D, 169-A, (to counties) and 174, (to Children's Institutions) or for counties or Children's Institutions to make certification regarding the "Trading With the Enemy Act" on the affidavits.

However, should a county of the State have any knowledge concerning a vendor or recipient of aid, for whom payment is scheduled, which would raise a doubt as to the propriety of making payment to such vendor, the county concerned should determine definitely as to the vendor's or recipient's legal status under the "Trading With the Enemy Act" and the United States Treasury licensing orders. Evidence of such propriety should be attached to the claim when same is filed with this office. This is a necessary procedure due to the joint responsibility of the county initiating the payment and the Controller.

(Authority: Sections 1553,
2186, 3087, and
3481 of the
Welfare and
Institutions Code)

Very sincerely yours

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING

DIRECTOR

Sacramento

April 9, 1942

SOCIAL WELFARE BOARD

ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, Box 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS

MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS

ERWIN M. HIRSCHFELDER
250 FRONT STREET
SAN FRANCISCO

BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

IN REPLY PLEASE REFER

TO:

DEPARTMENT BULLETIN NO. 186

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Modifications in Procedures Because
of Travel Restrictions

The Social Welfare Board at its meeting on March 27, 1942,
adopted a statement of policy with regard to travel restrictions:

The changed procedures authorized by this policy will be
incorporated into the Manual of Policies and Procedures and rules
and regulations expressed in bulletins wherever necessary; but
until such time as these changes can be made, this bulletin will
serve as your authority to proceed in accordance with the procedures
attached hereto.

Very sincerely yours

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

Attachments

MODIFICATIONS IN PROCEDURES BECAUSE OF TRAVEL RESTRICTIONS

The restrictions placed on the procurement of tires present a serious administrative problem to county welfare departments in the establishment of eligibility and making available services to public assistance recipients, which can only be solved by joint State and county study and experimentation.

The State Department of Social Welfare has assembled suggestions from discussions with county executives and Federal representatives for the reduction of travel, and a summary of these suggestions is attached. However, it is recognized that even with the application of many of these suggestions some modification in the mandatory requirements, regarding investigations is necessary. There is general agreement that there is no adequate substitute for a home visit and that as no other device can fully take its place, a certain amount of home visits cannot be eliminated. However, with these principles in mind, it still will be necessary to develop alternate or substitute methods of giving service and making necessary investigations. Therefore, the following modifications of the present mandatory requirements are proposed with the understanding that each county will develop additional substitute methods for securing the necessary information. As experimentation in these methods progresses, further material will be developed for general use.

- I. Home visits in reinvestigations in the Old Age Security and Aid to the Blind programs will be left to the discretion of the County Welfare Director. They will not be required as a part of the annual reinvestigation. It will be required, however, that an interview elsewhere be obtained and that alternate or substitute facilities be employed for giving service and to make adequate investigations.

Home visits will not be required in Aid to Needy Children providing a visit was made during the past year. If the home visit is not made at the time of the reinvestigation, an interview elsewhere must be obtained.

- II. In rare instances when it may be impossible to secure even an office interview with the recipient at the time reinvestigation is due, the reaffirmation is to be completed by the recipient together with a statement in writing of his living arrangements and income and resources. The recipient's actual presence at his given address is to be verified by registered letter with return receipt or other independent agency means. The recipient's written reaffirmation should be supplemented by securing those verifications usually obtained at the time of a home visit through collateral sources, e.g., through the Indian Agency for applications from isolated reservations, schools, and other governmental officials.
- III. The requirement of a home visit in connection with the initial investigation or a transfer may be waived, except when there are reasonably adequate public transportation facilities to the home of the applicant, and an interview elsewhere is obtained, implemented by the securing of verifications through collateral sources. Again, the case record must fully set forth the conditions obtaining which rendered a home visit impossible.

These substitute methods and the relaxing of the requirements in home visits in no way reduce the responsibility of county welfare departments for determination of eligibility and for continuing services, but there is greater latitude in the methods which may be used.

Since these and other compensatory practices will be developed in varying degrees by different counties, the State Department earnestly requests that the counties advise it of those alternate methods and procedures which are developed and found to be successful. Only through such a sharing of experience may we hope to mitigate the effects of this necessary curtailment of home visits.

SUGGESTIONS FOR MODIFICATIONS
IN THE ADMINISTRATION OF PUBLIC
ASSISTANCE BECAUSE OF TIRE SHORTAGES

1. Case loads may be assigned on an integrated basis to concentrate field work of individual employees.
2. Present case load assignments may be adjusted after careful review in relation to public transportation facilities.
3. Re-location of existing branch offices or establishment of additional interviewing places within walking distance of numbers of recipients, or in the case of isolated areas, in their trading center.
4. Establishment of "pick-up" service to deliver employees to terminals of common carriers, branch offices, or interviewing centers.
5. Cooperative arrangements may be made with other public agencies eligible to receive tires, such as visiting nurses, mail service, school buses, etc.
6. Use of specialized forms by which recipient may report changes in his income or needs.
7. Increased use of telephone contacts and correspondence. (Skill and care are necessary in the employment of this device, but it is particularly useful in the verification of factual detail.)
8. Increased use of the appointment method so as to decrease "return" visits.
9. Giving greater importance to the initial office interview. Properly developed and carried out by the competent intake worker, the initial interview in the office can obtain much information usually left for the home call and at the same time gather together most of the collateral sources of information. Well carried out, the initial office interview can reduce some of the routine part of the home visit and thus make more home visits possible on a given journey.
10. Increased emphasis in interpretation to client as to his responsibility for reporting changes in his status, resources, etc.
11. Substitute plans of communication may be arranged for mothers or others requiring emergency service to replace the frequent regular calls now made.
12. Increased use of collateral sources of information both for checking the accuracy of information received from the recipient and for getting primary information.

(Authority. Sections 1560, 2140, 3075 and 3460
of the Welfare and Institutions Code)

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING

DIRECTOR

Sacramento

April 13, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
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BERKELEY

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER

TO:

My dear Mr. Peek:

Attached hereto are three copies of regulations made by the State Department of Social Welfare.

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941

Very sincerely yours,

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

277:112
Attachments

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

APR 14 1942

PAUL PEEK, Secretary of State

By *Chm* Deputy

Culbert L. Olson
Governor

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SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

March 16, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

MELVYN DOUGLAS
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J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

MANUAL LETTER NO. 20

IN REPLY PLEASE REFER

TO: 1297

12

You receive herewith Revisions 10 and 11, Welfare Personnel Standards Chapter; Revisions 16 and 17, Residence Chapter; and Revisions 6, 7 and 8, Institution Inmates Chapter to be inserted in your copy of the Manual of Policies and Procedures in accordance with the printed Introduction.

Your attention is directed particularly to the following changes:

Sec. 071-80 Examination announcements will specify when applicants taking more than one examination need not file separate applications for each.

Sec. 073-60 Appointing authorities may request certification from an eligible list for a higher classification to fill a vacancy in a lower classification in the same series, notwithstanding the existence of an eligible list for the lower classification.

Sec. 120-25 The continued receipt of aid from another state, under certain circumstances, may be an indication of lack of intent to establish residence in California. (AGO NS-3756)

Sec. 120-32 The determination of whether or not a married woman is living separate and apart from her husband is one of fact, there need be no intent to separate. (AGO NS-4036)

Secs. 163-00 and 163-60 The ultimate test of eligibility for aid under Sections 2160.5 and 3044.5 of the W. & I. Code, is whether an inmate is legally entitled to receive life care and maintenance in the home of the organization. (AGO NS-3980)

These rulings become effective immediately. All actions of boards of supervisors on applications and notices of change ninety days or later from the date of issuance of these revisions shall be in accord with them.

Statements contained in the Manual take precedence over the same material previously released in bulletins

Sec. 071-60 Contents of Qualifying and Open Competitive Examinations

071-60

WPS

Examinations shall include:

1. Practical written tests as an integral part of all examinations (for exception, see Sec. 075-35, Noncompetitive Promotions);
2. A competitive performance test for stenographic and typing positions and a qualifying performance test for other positions involving the operation of office machines;
3. A rating of training and experience for the more responsible positions, including all professional, technical, supervisory, and administrative positions;
4. Qualification appraisals for positions requiring frequent contact with the public, or which involve important supervisory or administrative duties.

After consultation with the SSWB the examining agency shall assign definite weights to each part of the examination and such weights shall be included in each public announcement of the examination.

Sec. 071-65 Notice of Examinations

071-65

WPS

The examining agency shall give public announcement of all examinations at least three weeks in advance of the closing date for receipt of applications. Every reasonable effort shall be made to attract qualified persons to compete in these examinations. Notice of examinations shall be posted in important centers throughout State and copies shall be sent to newspapers of State-wide circulation, radio stations, educational institutions, professional and vocational societies, public officials, and such other organizations and individuals as examining agency may deem expedient.

Mailing lists of public personnel agencies shall be used wherever possible.

Public announcement of examination shall include:

1. Date and place of examination;
2. Last date for filing application;
3. Reasonable information concerning the location of employment, the expected number of vacancies, and other conditions of employment;
4. Such parts of the class specifications as will adequately describe the scope of duties and responsibilities;
5. Minimum and additional desirable qualifications;
6. Salary or other compensation;
7. Number of candidates who may qualify through the examination;
8. District or districts for which the list is to be established;
9. All of the conditions of competition, including the relative weights assigned to the various parts in the examination, and the passing grades;
10. Such other information as will assist the public in understanding fully the nature of the employment and procedure necessary to participate in examination.

Sec. 071-80 Filing Applications

071-80

WPS

All applications shall be made upon official blanks furnished by examining agency filled out as therein directed, and filed in office of examining agency on or before the closing date specified in the examination announcement or postmarked before midnight of that date.

Applicants taking more than one examination shall file a separate and complete application for each such examination unless otherwise specified in the examination announcement.

Such applications shall include a statement from the applicant of all pertinent information regarding his training, experience, and age; and in addition, the examining agency may require a photograph of the applicant, a certificate of his physical fitness from one or more licensed physicians, and any other evidence of identification which is deemed necessary.

All applications shall be signed, and the truth of all statements contained therein certified by such signature.

All applications and examination papers are confidential records of examining agency and under no circumstances will they be returned to applicants.

Sec. 071-85 Qualifications of Applicants

071-85

WPS

Applicants shall:

1. Be citizens of United States;
2. Be residents of State of California at time of examination and have been residents of this State for at least one year immediately prior to date of examination;
3. Possess all entrance requirements specified in minimum qualifications established for class;
4. Be of good moral character, of temperate habits, and in all respects mentally and physically competent to perform duties of position for which candidate is competing.

Sec. 071-95 Disqualification of Applicants

071-95

WPS

Under the supervision and direction of the SSWB, examining agency may refuse to examine an applicant, or, after examination, may disqualify such applicant or remove his name from an eligible list, or refuse to certify any eligible on an eligible list if:

1. He is found to lack any of the preliminary requirements established for the examination for the class of position;
2. He is so disabled as to be rendered unfit for performance of duties of the class;
3. He is addicted to use of narcotics or habitual use of intoxicating liquors to excess;
4. He has been convicted of any infamous crime or other crime involving moral turpitude;
5. He has made false statement of material fact in his application;
6. He has previously been dismissed from any public service for delinquency, misconduct, or other similar cause;
7. He has used or attempted to use political pressure or bribery to secure an advantage in examination or appointment;
8. He has directly or indirectly obtained information regarding examinations to which as an applicant he was not entitled;
9. He has failed to submit his application correctly or within prescribed time limits;
10. He has taken part in compilation, administration, or correction of the examinations;
11. He subscribes to subversive principles or advocates overthrow of or change in the form of government now existing in the United States and the State of California by any means other than as provided in the respective constitutions thereof;
12. He has otherwise violated provisions of these rules.

A disqualified applicant shall be promptly notified of such action, and an applicant who is not admitted to an examination because of failure to meet preliminary requirements shall be notified by letter addressed to his last-known address sufficiently in advance of the examination to allow for submission of additional evidence to examining agency.

072-00

FARE PERSONNEL STANDARDS O

ization and Administration

072-00 Sec. 072-00 Conduct of Examinations

WPS

Written tests shall be conducted simultaneously in as many places as are necessary for the convenience of the applicants and as are practicable for proper administration. The examining agency may designate such monitors as may be necessary to conduct examinations under prescribed instructions.

The identity of persons taking competitive written examinations shall not be disclosed to the examiners. An identification number, which shall be used to identify all papers of each applicant, shall be assigned by the examining agency to each applicant. Any examination papers bearing name of applicant or identification other than an identification number shall be rejected. In cases of rejection, examining agency shall promptly notify applicant.

072-05 Sec. 072-05 Rating Examinations

WPS

The examining agency shall determine the results of each applicant's examination in accordance with the weights for the several parts established by the examining agency in conformity with these rules as set forth in the examination announcement. All applicants in the same examination shall be accorded uniform and equal treatment in all phases of the examination procedure except that applicants who are eligible for veterans' preference shall be given additional credit in open competitive examinations in the manner outlined in this section.

In the case of all open competitive examinations, veterans with thirty days or more of service, who become eligible for certification from eligible lists by attaining the passing mark established for the examination, shall be allowed an additional credit of five points, which shall be added to the percentages attained in such examinations by such veterans, and they shall be placed on eligible lists and be eligible for appointment in the order and on the basis of the percentages attained by them in examinations after such credit of five points shall have been added.

Proof of eligibility for veterans' preference shall be submitted not later than the date of the examination by filing such proof in the form prescribed by the SSWB.

All ties shall be decided in favor of veterans. In the case of promotional examinations, no credit for veterans' preference shall be allowed to veterans.

It is the purpose of this section to give preference to all persons who have served the Government and the people in the Army, Navy, Marine Corps, Revenue Marine Service, or as active nurses in the American Red Cross or the Army and Navy Nurse Corps, and particularly to persons who have rendered such service during the Ally-Germanic War, the Spanish-American War, the Philippine insurrection, the Boxer uprising, the Indian wars, or the Civil War.

Examining agency shall utilize appropriate scientific techniques and procedures in rating results of examinations and in determining final scores of competitors. In determining the system for rating results of examinations, examining agency shall give due regard to the number of candidates and to the number of vacancies which may reasonably be expected to occur in the life of the eligible list.

072-07 Sec. 072-07 Applicant May Be Placed on List for Lower Class

WPS

Where an examination is being held for any given class, the examining agency may place an applicant on a list for the lower class, if in its opinion the applicant is qualified to fill lower class of position but is not qualified to fill the higher position; provided, however, that an examination has been announced and is in progress for said lower class. An applicant applying for an examination on a promotional basis may in same manner and under similar conditions be passed in an open examination if such is in process at same time.

072-10 Sec. 072-10 Rating Training and Experience

WPS

If training and experience form a part of the total examination, examining agency shall determine a procedure for evaluation of training and experience qualifications of the various applicants. The formula used in appraisal shall give due regard to recency and quality as well as quantity of experience and to pertinency of the training. This procedure shall allow for substitution of training for experience, and experience for training, within limits stated in class specifications.

072-15 Sec. 072-15 Investigations

WPS

Before rating training and experience or prior to certification from eligible list, examining agency may, and for positions involving important administrative and executive functions shall, investigate applicant's training and experience to verify statements contained in his application form and to adduce evidence regarding his character and fitness. If this investigation produces information affecting the rating of training and experience, examining agency shall rate or rerate the applicant's record accordingly, and make necessary adjustments in eligible list. The applicant shall be promptly notified of such rerating.

072-20 Sec. 072-20 Qualification Appraisals

WPS

In examinations where education, experience and personal qualifications of candidates are to be rated as part of the total examination for a position, examining agency shall appoint one or more Qualification Appraisal Boards as needed. A Qualification Appraisal Board shall consist of persons known to be interested in improvement of public administration and in selection of efficient government personnel, and at least one of whom shall be technically familiar with character of work in position for which applicant will be examined. No officer or employee of any county agency for positions in which examinations are being offered, nor any person holding political office, nor any officer or committee member of any political organization, nor any person actively engaged in the work of any political organization, shall serve as a member of any such board. If practicable, all applicants qualifying for same class shall be rated by same Qualification Appraisal Board.

072-25 Sec. 072-25 Notice of Examination Results

WPS

Each applicant shall be notified in writing by examining agency of his final rating as soon as rating of examination has been completed and eligible list established.

Sec. 072-30 Examination Records

072-30

WPS

All examination papers submitted by competitors are property of examining agency and are confidential records which shall be open to inspection only for such purpose and under such conditions as follows:

1. On written request to the examining agency, any competitor may within thirty days after establishment of eligible list inspect his papers at such time and place and under supervision of such person as examining agency may designate.
2. For inspection of papers in any place away from headquarters of examining agency, and for any inspection after the first, fee shall be 25 cents each.
3. A competitor's papers shall be open to inspection only by himself, his attorney when authorized in writing, and appointing authority (or his authorized representative) to whom competitor's name may be certified for appointment.
4. Unauthorized copying of questions or answers by any person from any paper made available for inspection is forbidden and may result in cancellation of eligibility and disbarment from future examinations.
5. Examining agency may approve such conditions as to time, place, manner, and frequency of inspection as in its judgment may be necessary to prevent abuse of this privilege.

Applications and other necessary examination records shall be kept during life of the eligible list. Examination records of appointees shall be kept for a reasonable period of time, but examination records of other applicants, not appointed may be destroyed thirty days after the eligible list expires or in accordance with practice of examining agency.

All notices of changes of address shall be filed by applicants and eligibles with examining agency. (See also Sec. 076-50, Appeal for Review of Examinations.)

Sec. 073-00 Establishment of Eligible Lists

073-00

WPS

After each examination, examining agency shall prepare an eligible list of persons who qualified. Names of such persons shall be placed on the eligible list in the order of their final ratings starting with the highest. If two or more eligibles have final ratings which are identical their names shall be arranged on eligible list in the order of their ratings on the chief essential of the examination.

In order to assist county agencies in appointing county residents to positions whenever possible, examining agency shall establish eligible lists containing names of eligibles who reside within a given county. Examining agency shall establish such geographical or district eligible lists as directed by the SSWB to include all names of eligibles who reside within a specified district. Examining agency shall also maintain State-wide eligible lists.

For the purpose of preparing a county employment list, an individual will be deemed to be a resident of a county if, at time of establishment of the eligible list, he has resided for a continuous period of at least ninety days in that county. Or, in the event that the individual has not resided continuously in that county for at least ninety days immediately preceding establishment of the employment list, he shall be deemed to be a resident of the county if he can establish the fact that he is a member of the electorate of that county.

However, if an individual changes his residence from one county to another after the employment list has been established, he may have his name placed on the county employment list for the county of his new residence, *provided*, that he makes such a request and presents satisfactory evidence to the examining agency that he has resided in that county for a continuous period of ninety days, or is a qualified elector of that county. The name of one individual shall not appear on more than one county employment list at the same time for any one or several classifications of employment.

If a vacancy exists in a class of position for which there is no appropriate eligible list, examining agency with approval of the SSWB may prepare an appropriate eligible list for the class from one or more existing related eligible lists. For this purpose examining agency shall select eligible lists for classes for which minimum qualifications and examinations are similar to or higher than those required for class in which vacancy exists.

Sec. 073-05 Duration of Eligible Lists

073-05

WPS

Each eligible list shall remain in effect at least one year from the date of its establishment and thereafter until exhausted or replaced by a more recently prepared list for the class.

An eligible list may be deemed by examining agency to be exhausted if fewer than three available eligibles remain on the eligible list.

Notice of intention to abolish an eligible or promotional eligible list upon completion of a new examination shall be sent to all eligibles whose names appear upon the list to be abolished.

It shall be the duty of the SDSW to notify examining agency as far in advance as possible of vacancies which may occur in a county agency. Within these rules, examining agency shall be responsible for determining adequacy of existing eligible lists and for establishment and maintenance of appropriate eligible lists for all positions in the agencies exclusive of exempt positions.

Sec. 073-10 Removal of Names From Eligible Lists

073-10

WPS

Under supervision and direction of the SSWB, examining agency may remove name of an eligible from an eligible list:

1. For any of the causes stipulated in Sec. 071-95, Disqualification of Applicants;
2. On evidence that eligible cannot be located by postal authorities;
3. On receipt of statement from eligible declining an appointment and stating that he no longer desires consideration for a position with the agency;
4. If three offers of a probationary appointment to class for which eligible list was established have been declined by the eligible.

Examining agency shall notify eligible by mail addressed to his last-known address of this action and the reasons therefor. An eligible's name shall be reinstated on the eligible list upon showing of cause satisfactory to the SDSW, or in accordance with a decision of the SSWB upon appeal as provided in Sec. 076-70, Appeal from Dismissal, Suspension, or Demotion.

Sec. 073-20 Reemployment Lists

073-20

WPS

In addition to the eligible list for any class there shall be established for each class a reemployment list, said list to contain names of any employees who had permanent or probationary status and who have been laid off from positions in such class, and persons who have resigned and who within one year from date of resignation have, with consent of appointing authority and SSWB, withdrawn their resignations, said names to be placed on said list in accordance with combined record of efficiency and seniority of said employee.

Any name, after a period of five consecutive years, shall be removed from the reemployment lists unless period is extended by SSWB.

073-25 Sec. 073-25 Promotional Eligible Lists

WPS

Names of competitors who are successful in promotional examinations for any given county as provided in these rules shall be placed on the county promotional eligible list for class for which such examination is held and said list may take precedence over eligible list and general reemployment list for said class at discretion of appointing authority.

An employee who leaves employ of the county (except by lay-off) in which he has gained eligibility for promotion shall be considered as having relinquished his right to promotion, and his name shall be stricken from such promotional eligible list. In discretion of SDSW, such employee's name may, if the employee requests it in writing, be placed upon eligible list for same class in accordance with final rating attained in promotional examination, if there be such an eligible list then existing.

073-30 Sec. 073-30 Inactive Lists

WPS

The name of an eligible who is not available for immediate certification shall be placed upon an inactive list, but may be restored to the active list from which it was removed upon written request of such eligible, provided list resulting from the examination in which he participated is still in existence. (See Sec. 073-70, Response by Certified Eligible; and Sec. 073-90, Voluntary Withdrawal from Active List.)

073-50 Sec. 073-50 Request for Certification of Eligibles

WPS

Whenever a position is to be filled, appointing authority shall notify the SDSW of that fact in advance of date of anticipated need and shall make written request for certification on forms prescribed by the SDSW, stating duties, salary, tenure, and location of the position.

In requesting certifications for personnel, the appointing authority may have the right to specify the sex of the eligibles to be certified provided that a justifiable reason is given for the request and is approved by the Personnel Officer.

073-60 Sec. 073-60 Certification of Names

WPS

Examining agency shall certify to appointing authority names and addresses of the three persons who stand highest on eligible lists for class to which position belongs and who have indicated a willingness to accept conditions of employment as specified.

Number of names to be certified to appointing authority shall be on basis of number of appointments to be made plus two from each of following lists: county, district, and State-wide employment lists. All names shall be certified from each eligible list in their consecutive order.

Notwithstanding the existence of an eligible list for a given classification, the appointing authority may request certification from the eligible list for a higher classification within a given series of classifications to fill a vacancy in the lower classification.

Where appointment is for a period of sixty days or less, only the names of those eligibles who live in vicinity of the employment need be certified.

If there is no eligible list for class in which vacancy occurs, an appropriate list may be used, if there is such, and in that event only the names of those persons having full qualifications required in vacant position shall be certified.

If an eligible receives a probationary or permanent appointment, such appointment shall constitute, for its duration, a waiver of his right to certification from any other eligible list on which his name appears for a class of position the salary of which is either equal to or lower than that salary covered by his appointment, unless at time of such appointment he requests in writing that his name be retained for certification from such eligible list or lists. (For exception see Sec. 077-20, Appointment to Fill Military Leave Vacancy.)

Name of each employee whose name appears on an eligible list for a class of position with a higher salary range than the salary range of his present class of position shall be submitted by examining agency, and given consideration for the higher class of position if his name is reached.

073-65 Sec. 073-65 Omission of Names From Certification

WPS

If, in the exercise of his choice provided under Sec. 074-00, Original Appointments, appointing authority passes over the name of an eligible on an eligible list in connection with three separate appointments he has made from the eligible list, written request may be made of the SDSW that name of such eligible be omitted from any subsequent certification to same appointing authority from same eligible list. Name of such eligible shall thereafter not be certified to him from that eligible list for future vacancies in that class of position.

073-70 Sec. 073-70 Response by Certified Eligible

WPS

Appointing authority may notify an eligible that he has been certified by the examining agency, may request that he report for interview if he so desires, and shall inform any eligible so notified of the necessity for responding promptly in accordance with the provisions of this section.

Failure of an eligible to respond within 48 hours plus the time required for mail transmittal between headquarters of appointing authority and place of residence of said eligible, or, if notified by telegram requesting him to appear for interview, failure of eligible to present himself or to reach the appointing authority with some kind of communication within 48 hours from the sending of the telegram, shall be deemed an automatic waiver of the certification.

When certification is waived or declined by a certified eligible, appointing authority may request and examining agency shall thereupon certify an additional name in lieu of the eligible who waived. Written evidence of waiver shall be submitted by appointing authority when additional certification is requested.

Name of any eligible who fails to respond, within a reasonable time after notice of certification or any other notice sent him by examining agency requiring an answer, or who fails to keep examining agency advised of his correct address and telephone number, shall be placed on inactive list. Said name may be restored to the active list at any time during remaining time such list is in existence, provided satisfactory reasons are presented to SDSW for failure to respond or to supply required information.

Sec. 120-00 Residence, General
OAS; ANB; APSB; ANC

POL. C. SEC. 52; W.&I.C. SECS. 103, 103.5, 103.6, 1527, 1560, 2141,
2200, 3075, 3090, 3450, 3460

120-00

Certain residence qualifications as a condition of eligibility are required in all four categorical aids. These requisites vary according to provisions set forth in the statutes for each aid. However, "residence" is not defined in any of the four aid laws. Therefore, the word "residence" and its derivatives "reside" and "residing" are interpreted in accordance with provisions of the general laws, except as they conflict with specific provisions of the Welfare and Institutions Code. "Residence" does not connote any particular length of residence which would qualify a person for aid. The concepts that follow should be considered in determining State and county residence for the four categorical aids.

1. Residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
2. There can be only one residence.
3. A residence can not be lost until another is gained.
4. Residence can be changed only by union of act and intent.

Sec. 120-05 Guides for Determining Whether Residence Established POL. C. SEC. 52; W.&I.C. SECS. 103, 103.5, 103.6, 1560, 2140, 2141, 3075, 3460
OAS; ANB; APSB; ANC

120-05

Before residence is gained, it is necessary that there be physical presence and intent to establish domicile in a certain place. The factor of intent involves, as a prerequisite, ability to make a choice. Therefore, anyone entering the State without such ability could not establish a residence here. This would include persons brought into the State under arrest, such as Federal prisoners destined for Alcatraz or for county jails functioning as Federal prisons; persons extradited from other states in which they had established residence; escaped prisoners; paroled prisoners; and others of similar status.

Exceptions to foregoing are ANB and APSB applicants who are deemed to reside in California during any periods when as minors they are physically present in this State, and ANC children not born here who fulfill residence requirements by their own physical presence in California during the year immediately preceding date of application. Intent is irrelevant in such cases.

Voluntary physical presence in this State for any considerable length of time may indicate intent to reside here. In absence of evidence to the contrary, it may be deemed that residence begins as of the date of entry in computing length of residence for parents of children not born in California; for ANB and APSB applicants not California residents at time they became blind; and for OAS applicants.

The guides for determining whether residence was lost or retained by residents of California while absent from the State are applicable in converse to residents of other states who are present in California. (See Sections 121-45 to 121-95.)

Sec. 120-10 Residence—How Lost POL. C. SEC. 52; W. & I.C. SECS. 1527, 2200, 3090, 3450, 103,
103.5, 103.6, 1560, 2141, 3075, 3460
OAS; ANB; APSB; ANC

120-10

Residence, once gained, can be lost only when act and intent again coincide, and a new residence is established. "Residence" does not connote a period of residence which would qualify a person for any particular kind of aid in this or another state, but means legal residence as defined in Sec. 120-00, Residence, General.

Sec. 120-25 Effect of Dependency on Residence POL. C. SEC. 52; W.&I.C. SECS. 103, 103.5, 103.6,
1560, 2140, 2141, 3075, 3460
OAS; ANB; APSB; ANC

120-25

Dependency or receipt of aid or relief through any county in this State is an irrelevant factor in determining residence for purpose of OAS, ANB, APSB or ANC.

The acceptance, while physically present in this State, of aid or relief from another state or one of its political subdivisions when residence in that state or its subdivision is a condition to the granting of the aid or relief is an indication of intent to retain residence in that state.

120-30 Sec. 120-30 Residence of Married Woman POL. C. SEC. 52; CIV. C. SECS. 103, 104, 156; W. & I. C. SECS. 103, 103.5, 103.6, 1560, 2140, 2141, 3075, 3460
OAS; ANB; APSB; ANC

Under the general laws, residence of the husband determines that of the wife and the residence of an adult or minor married woman follows that of her husband. If the husband dies, the widow, though still a minor, would determine her own residence. A husband, however, is deemed to reside where his family has residence unless he establishes a separate residence elsewhere by act and intent.

The foregoing is not intended to imply that a woman, upon marriage, assumes her husband's prior length of residence. Such a woman would not be eligible to aid unless she personally had met residence requirements set forth in the specific category of aid for which she is applying.

Specific exceptions to the general principles mentioned in the preceding paragraph are written into the laws governing OAS, ANB, APSB, and ANC. These exceptions are discussed in Sec. 120-32, Residence of Married Woman Under OAS Law; in Sec. 120-33, Residence of Married Woman Under ANB and APSB Laws, and in Sec. 122-10, ANC—Determination of County of Residence.

120-32 Sec. 120-32 Residence of Married Woman Under OAS Law W. & I. C. SECS. 2140, 2141, 2161
OAS

A woman applicant for OAS may establish her own separate residence if she is in fact living separate and apart from her husband.

Example a: Husband is living in County A, wife is applying for OAS in County B. Investigation reveals that wife came to County B in 1935 intending to make her residence there. Wife is resident of County B, application is granted by that County if she is otherwise eligible.

Example b: Woman came to California in January, 1937, and has remained here continuously with intent of maintaining her residence in California. Husband joined her in California in 1939. Woman applies for OAS in February, 1942, and has completed the required period of State residence at that time.

120-33 Sec. 120-33 Residence of Married Woman Under ANB and APSB Laws W. & I. C. SECS. 3042.10, 3075, 3433, 3460
ANB; APSB

For the purpose of receiving aid under ANB or APSB law, neither the domicile nor residence of husband or wife shall be deemed to be the residence or domicile of the other. Each may have a separate residence or domicile, dependent upon proof of the fact and not on legal presumptions. In other words, in the absence of proof that husband and wife have separate residence status, they may be presumed to have but one which would be determined in accordance with the general laws regarding residence. (See Sec. 120-30, Residence of Married Woman.)

120-35 Sec. 120-35 Residence of Illegitimate Child POL. C. SEC. 52; CIV. C. SEC. 200; W. & I. C. SECS. 1525, 1526
ANC

The mother of an illegitimate unmarried minor is entitled to its custody in the absence of court action to the contrary.

If the mother is an unmarried minor, her county residence would be determined by the parent, guardian or court having custody, and her residence would determine that of her child or children.

ANC State residence requirements may be fulfilled by child's California birth, by child's physical presence in California for year immediately preceding date of application, or by mother's residence in California for year immediately preceding date of application. If paternity has been established, ANC State residence may be established by the father.

121-00 Sec. 121-00 State Residence, General W. & I. C. SECS. 1525, 2160(c), 3040, 3041, 3043, 3430, 3431
OAS; ANB; APSB; ANC

State residence is a requirement for eligibility to OAS; for eligibility to ANB and APSB, either at the time of becoming blind or during a specified period prior to application; and for eligibility to ANC for all children not born in California.

121-05 Sec. 121-05 State Residence—OAS W. & I. C. SEC. 2160(c)
OAS

All applicants for OAS, to be eligible to this aid, must reside in this State and have so resided continuously for at least one year immediately preceding date of application and for a total of five years which may be cumulative within the nine years immediately preceding date of application.

Aid shall be granted to any person who is an inmate of a home or institution maintained by any fraternal, benevolent, or other nonprofit organization if both of the following conditions exist:

1. The organization has not been paid for the life care and maintenance of the person through assessment of or dues of said inmate, or otherwise, and whether or not the person has agreed or promised to pay for his maintenance in the event that he receives any pension, bequest, devise, or other inheritance.
2. The per capita cost of maintenance in the organization of the applicant for aid does not exceed the sum of \$83.33 per month.

Sec. 160-15 Institution Inmates, ANC Law W. & I. C. SECS. 1524, 1557, 1558
ANC

160-15

No child maintained in an institution for whom a bona fide offer of a proper home has been made is eligible for further aid; but no institution shall be required to surrender a child to any person of religious faith different from that of the child or the parents of the child.

An institution maintaining a needy child may make application to the SDSW for aid for the child. Section 1526 of the W. & I. Code (see Sec. 122-10, ANC, Determination of County of Residence) does not apply to an application for aid when such application is filed with the SDSW by the institution.

If the application is filed by an institution and is granted by the SDSW in the calendar month in which it was signed, payment of aid shall commence as of the date the application was signed; but if the application is filed by an institution and is granted by the SDSW in a subsequent month, payment shall be commenced as of the date determined by the SDSW. In no event shall payments of aid antedate the date of an application.

Sec. 161-05 Definition of Public Institution W. & I. C. SECS. 103, 103.5, 103.6, 1560, 2140, 2141, 3075, 3460

161-05

The term "public institution" may be considered as including a place of residence which affords shelter or care to two or more persons and is managed in whole or in part by or through any public instrumentality, official, or employee acting in an official capacity; or a place of residence, which, by reason of the circumstances of its origin and charter or maintenance from public funds, may properly be termed a public institution; or a place of residence in which collective shelter or care at a single or lump sum contract price is afforded to two or more persons by agreement with the State or any of its political subdivisions for a consideration of money or money's worth.

An institution owned and operated wholly by a private individual or corporation will not be regarded as a public institution because of the control thereof by the State or its agencies or subdivisions, if the only control exercised is pursuant to authority given by general laws (or ordinances or regulations established in conformity therewith) regulating the standard of care and maintenance to which all similar institutions are subject.

An institution owned and operated wholly by a private individual or corporation *and not otherwise deemed to be a public institution under this definition*, which receives inmates whose care is paid for by the State or any governmental instrumentality or subdivision on an individual basis, will not be regarded as a public institution.

Sec. 161-10 Institutions Not Considered Public Institutions W. & I. C. SECS. 3044, 3444
ANB

161-10

Institutions which are not considered public institutions in ANB include:

1. A shop for the blind maintained by the State which does not provide board and room to blind employees;
2. Public high schools, University of California and any other institutions of higher learning in the State.

Sec. 162-00 Eligibility of Public Institution Inmates W. & I. C. SEC. 1560
ANC

162-00

Aid shall not be granted for a child cared for in a Federal or State institution or school, nor shall aid be granted for the support of children in county institutions such as county hospitals or detention homes.

162-05 **Sec. 162-05 Eligibility of Public Institution Inmates**
OAS; ANB; APSB

W. & I. C. SECS. 103, 103.5, 103.6, 2140,
2141, 2160.6, 3044, 3075, 3444, 3460

An inmate of a public institution may apply for aid and, if otherwise eligible, aid shall be granted. The applicant may remain in the institution until he receives his first warrant at which time he shall cease to be an inmate.

The warrant delivered upon the person's release from the institution shall be in the full monthly amount, provided the application was signed on or prior to the first day of the month in which aid was granted.

A person may apply for and receive aid while on parole from a State hospital. (See Sec. 124-35, Residence While on Parole.)

A person confined in a public correctional institution is not eligible to receive aid and aid shall be discontinued as of the last day of the month in which a recipient enters a public correctional institution. Upon release, aid may be restored for the balance of the month during which he was not confined in a public correctional institution, provided he is otherwise eligible.

Aid shall not be granted to one who is on parole from a State or Federal prison, as he is constructively a prisoner and still an inmate of the prison to all intents and purposes.

An inmate of a veterans hospital or home may apply for ANB or APSB.

163-00 **Sec. 163-00 Eligibility of Inmates of Nonprofit, Fraternal and Benevolent Institutions**
OAS; ANB

W. & I. C. SECS. 2140, 2141, 2160E, 2160.5, 3044.5, 3075

Aid shall be granted to any person, otherwise eligible, who is an inmate of a home or institution maintained by any fraternal, benevolent or other nonprofit organization provided that all the following conditions are met:

1. The organization has not been paid for the life care and maintenance of the person through the payment of assessments, or dues, as evidenced by an agreement between the inmate and the organization, or other parties, such as the members of the organization, whereby the inmate becomes legally entitled to receive life care and maintenance in the home of the organization.
2. The person has not turned over to the institution any funds or property as payment for life care. The fact that the person has agreed or promised to pay for his maintenance in the event he receives any pension, bequest, devise or other inheritance is immaterial.
3. The per capita cost of maintenance in the institution does not exceed the sum of \$50 per month in OAS or \$83.33 per month in ANB.
4. The institution has made a bona fide demand for the payment of board and room.

163-10 **Sec. 163-10 Eligibility of Private Institution Inmates**
ANC

W. & I. C. SECS. 1510, 1511, 1557

Assistance in ANC may be requested for any needy child otherwise eligible who is in an institution maintained for the care of dependent children in the usual manner for making such applications. (See Sec. 125-05, Residence of ANC Child, Application for Aid Filed by Institution.)

Application for aid may be made by the institution in which the child is an inmate or by the county which assumes responsibility for the child.

163-20 **Sec. 163-20 Home Offered Private Institution Inmates**
ANC

W. & I. C. SECS. 1524, 1560

No child maintained in a private institution for whom a bona fide offer of a proper free home has been made is eligible for further aid. No institution shall be required to surrender a child to a person of religious faith different from that of child or the parents of the child.

Every offer of a home shall be carefully investigated before it is accepted. It shall only be accepted when it serves the best interest of the child concerned.

Sec. 163-30 Applications of Inmates of Nonprofit, Fraternal and Benevolent Institutions

163-30

OAS; ANB

W. & I. C. SECS. 2140, 2141, 2160.5, 3044.5, 3075

Applications for aid made by inmates of a home or institution maintained by any fraternal, benevolent or other nonprofit organization shall be investigated as any other applications for aid and, in addition, the following points shall be determined:

1. Per capita cost of institution. (See Secs. 163-45, 163-50, and 163-55).
2. Requirements regarding payment of room and board. (See Sec. 163-85).
3. Existence of an enforceable contract for life care as set forth in Secs. 163-00 and 163-60.

Sec. 163-35 Eligibility for Admission to a Nonprofit, Fraternal or Benevolent Institution

163-35

OAS; ANB

W. & I. C. SECS. 2140, 2141, 2160.5, 3044.5, 3075

Eligibility for admission to a fraternal home or any other home does not render a person ineligible for aid if he does not desire to avail himself of the privilege of entering such home.

An applicant who has an insurance policy providing optional life care in an institution is not required to take up such option.

An applicant who, after being accepted for admission to an institution, refuses to enter, may be granted aid provided he is otherwise eligible.

Sec. 163-45 Per Capita Cost and Need in Private Institutions W. & I. C. SECS. 2140, 2141, 2160.5

163-45

OAS

A person who is receiving care in a nonprofit, fraternal or benevolent institution, at a per capita cost in excess of \$50 per month is not considered to be in need.

When the per capita cost of the care of such resident is \$50, or less, such person may be in need.

If the institution is supplying the applicant's necessary requirements for shelter, food, clothing, medical care, incidental expenses, etc., out of funds that are accruing to it, presumably the applicant is not in need.

Sec. 163-50 Per Capita Cost and Need in Nonprofit, Fraternal and Benevolent Institutions

163-50

ANB

W. & I. C. SECS. 3044.5, 3075

A person who is receiving care in a nonprofit, fraternal or benevolent institution at a per capita cost in excess of \$83.33 in ANB is not considered to be in need.

When the per capita cost of the care of such resident is \$83.33 or less in ANB, such person may be in need.

Sec. 163-55 Determination of Per Capita Cost in Nonprofit, Fraternal and Benevolent Institutions

163-55

OAS; ANB

W. & I. C. SECS. 2140, 2141, 2160.5, 3045, 3075

The SDSW makes financial studies of the per capita cost of all institutions coming within the scope of the OAS and ANB laws. When an inmate of such an institution applies for aid, a report of the per capita cost in the institution shall be secured from the SDSW. When the institution has not yet been studied by the SDSW, an estimate of the per capita cost, including a reasonable allowance for depreciation, should be secured from the institution. This tentative figure shall be used by the county pending determination of the per capita cost by the SDSW.

163-60 Sec. 163-60 Life-Care Contracts in Nonprofit, Fraternal and Benevolent Institutions

OAS; ANB

W. & I. C. SECS. 2140, 2141, 2160E, 2160.5, 3044.5, 3075

Aid shall be granted to ANB applicants, otherwise eligible, in certain nonprofit, fraternal, or benevolent homes and institutions, provided such persons are not cared for under a contract for life care.

Aid shall be granted to OAS applicants, otherwise eligible, in certain private homes and institutions, provided such persons are cared for on a month-to-month basis, and not under a contract for a period of time exceeding one month.

If the payment of dues or assessments under the rules and regulations of the organization or institution entitles the person to receive life care and maintenance in the home of the organization, the person would not be eligible for aid. An investigation is necessary to determine if an inmate is legally entitled to receive life care and maintenance in the home of the organization. This investigation shall consist of an examination of the by-laws of the institution and of any agreement between the inmate and the organization or between other parties, such as the members of the organization, which agreement inures to the benefit of the inmate.

The determination regarding an enforceable contract (within the meaning of the law) is made by examination of the form of application or agreement which the applicant has with the institution. The admission policy of the institution shall be determined from the institution by-laws and by discussion with institution officials and the applicant as to the circumstances surrounding his admission to the institution. Although no written contract may exist, there is a continuous contractual obligation, express or implied, which would be enforceable in a court of law, on the part of an institution to care for residents who have been required to turn over property of value to the institution, even though of less value than the cost of such care.

An inmate of an institution conducted by a religious or lay philanthropic group solely as a private charitable enterprise for needy persons, with no contract between the individual and the institution, and with no contribution made directly or indirectly to the institution or the organization by the individual for support, may be granted aid if otherwise eligible, provided there is evidence that the institution has made a demand for the payment of board and room. Individuals who are receiving complete maintenance in a charitable institution, which is forbidden by the rules of a religious order from making charge for board and room, are held not to be in need.

163-75 Sec. 163-75 Cancellation of Life-Care Contracts in Nonprofit, Fraternal and Benevolent Institutions

OAS; ANB

W. & I. C. SECS. 2140, 2141, 2160E, 2160.5, 2160G, 3044.5, 3075

Persons who voluntarily cancel a contract for life care are not eligible for aid. Residents of fraternal, nonprofit and benevolent institutions who have a valid and enforceable contract for support are not in need.

If investigation reveals that it is impossible for the institution to carry out its contract, aid shall be granted to residents otherwise eligible.

163-85 Sec. 163-85 Demand for Room and Board in Nonprofit, Fraternal and Benevolent Institutions

OAS; ANB

W. & I. C. SECS. 103, 103.5, 103.6, 2140, 2141, 2160.5, 3044.5, 3075

The demand for room and board on the part of the institution must be a bona fide one in order to establish need.

If investigation reveals that the institution will discontinue its support unless its demand for room and board is complied with, the applicant need not be forced to leave the institution in order to be granted aid.

A proper resolution, demanding payment of room and board and setting forth that support will be discontinued unless such demand is complied with, must be passed by the properly constituted authorities of the institution.

A copy of the institution's written demand for payment of board and room must be in the county case record.

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
540 VAN NESS AVENUE

Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
April 14, 1942

SOCIAL WELFARE BOARD
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BERKELEY

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

APR 15 1942

PAUL PECK, Secretary of State

By

E. E. Silveira
Deputy

IN REPLY PLEASE REFER

TO:

My dear Mr. Peek:

Transmitted here are additional regulations made by the Division of Commodity Distribution, State Department of Social Welfare. This material supplements that forwarded you under date of April 9.

This material includes:

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 13
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)
Dated March 31, 1942
NEW ALLOCATION RATE NOTICE NO. 10
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 5)
Dated March 31, 1942
AMENDMENT NO. 1 TO FISCAL INSTRUCTIONS
(For Division of Commodity Distribution Only)
Dated April 9, 1942
2-170 - WPA Certification Documents 2-170
(Four page insertion for Stamp Plan Manual)
Not dated
2-400 ISSUANCE REGULATIONS 2-400
(One page amendment to Stamp Plan Manual)
Not dated

Very sincerely yours,

MARTHA A. CHICKERING, Director

By

E. E. Silveira
E. E. Silveira
Administrative Assistant

Attach.

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

March 31, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 13

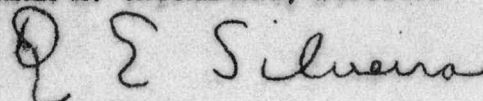
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

Lawrence Elkington has replaced Desmond Williams as manager
of the Riverside District.

Very truly yours,

MARTHA A. CHICKERING, Director

By

A handwritten signature in dark ink, appearing to read "E E Silveira". The signature is written in a cursive, somewhat stylized script.

E. E. Silveira

Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

March 31, 1942

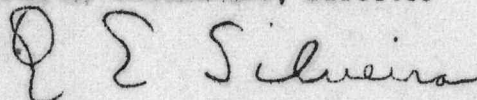
NEW ALLOCATION RATE NOTICE NO. 10
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 5.)

Effective immediately, the allocation of Potatoes will be to case composition code H, School Lunch Program only, and will be in accordance with Schedule Twenty of the Basic Table. (Page 4 of DIRECT DISTRIBUTION BULLETIN NO. 5.)

Very sincerely yours

MARTHA A. CHICKERING, Director

By

A handwritten signature in dark ink, appearing to read "E. E. Silveira". The signature is written in a cursive style with a large, stylized initial "E" and "S".

E. E. Silveira
Administrative Assistant

THE DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

April 9, 1942

AMENDMENT NO. 1 TO FISCAL INSTRUCTIONS
(For Division of Commodity Distribution Only)

(This amendment replaces "h" on pages 15 and 16 of these instructions. The latter part of the amendment makes it necessary to change existing fiscal instructions wherever the required number of copies of Printing Estimate Form 67 is mentioned. Also see Paragraph VI, Rental of Premises.)

- h. At least 15 days prior to the commencement of each fiscal quarter property custodians shall request on an office memorandum of their Supervisor an allotment for minor repairs of automotive equipment (i.e., repair jobs not costing in excess of \$50.00 each) during the ensuing quarter. The Supervisors will review these requests and allot from funds available for minor repairs a certain amount to each office for the quarter. This information will be forwarded to custodians in duplicate. The custodian shall certify on one copy thereof as follows: "I agree that minor repairs for automotive equipment in my custody will not exceed \$_____ for the period _____ to _____ unless prior authorization is received from the Supervisor increasing this amount."

Property Custodian

The copy of the authorization bearing this signature shall be returned to the Supervisor. An employee may at any time consult the Supervisor for information on the balance remaining in the allotment.

PROPERTY CUSTODIANS WILL BE HELD PERSONALLY RESPONSIBLE FOR MINOR REPAIRS INCURRED OVER AND ABOVE THIS AUTHORIZED ALLOTMENT.

Property custodians may at any time without authorization incur expenditures up to and including \$15.00 for each repair job of automotive equipment provided funds are available in their allotment. On repair jobs costing over \$15.00 but not in excess of \$50.00 they shall request authorization of the Supervisor on a memorandum explaining the need for the job, the cost of a job, and the anticipated vendor. The Supervisor of Direct Distribution will refer requests he approves to the Equipment Superintendent, who will notify the custodian what repairs to make. The Supervisor of Commodity Stamp Distribution will not normally refer requests to the Equipment Superintendent.

It is impossible for the Supervisor or Equipment Superintendent to know how much of an allotment has been expended because he does not know what bills are outstanding. Therefore, his

approval is conditional, dependent on the availability of funds in the property custodian's allotment, and it shall be the responsibility of the property custodian to determine this from his records before making the expenditure.

Requests for repairs in excess of \$50.00, inasmuch as they are not deductible from this allotment but must be approved by the Department of Finance, shall be prepared on Form 66 and routed to the Supervisor. The Supervisor will route such request through the Equipment Superintendent to the Division of Financial Administration. Such request must be accompanied by three bids together with a full explanation stating (1) facts constituting the necessity for the repairs, (2) the prospective vendor, (3) the speedometer reading, and (4) the general use of the equipment including mention of the territory in which it is used.

All bills for repairs of any amount must show the license number of the automobile or truck, must be initialed as correct by the manager, and sent to the Supervisor for posting. The Supervisor will initial them and forward them to the Division of Financial Administration for payment.

In several instances mention is made in existing Fiscal Instructions of the number of copies of Printing Estimate Form 67 needed. This form should be forwarded to the Division of Financial Administration in six copies instead of in quintuplicate.

VI. Rental of Premises


F. The following information must be received by the Division of Financial Administration at least 65 days prior to the time new premises are needed or an existing lease must be renewed:

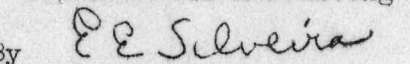
a. Amount of space needed. b. Reason for need.

This information is needed so the Department of Finance can be notified 60 days prior to the time new premises are needed or existing leases renewed. If the Department of Finance gives favorable consideration to the need of new premises and has no premises in mind to offer, the requisitioner will be notified by the Division of Financial Administration to prepare P and P 207 Revised in accordance with Paragraph VI A.

Very sincerely yours

MARTHA A. CHICKERING, Director

By  C. Ford
Departmental Accounting Officer

By  E. E. Silveira
Administrative Assistant

TO ALL COMMODITY STAMP DISTRIBUTION PERSONNEL:

Please insert attached procedure in proper numerical
location in the Commodity Stamp Distribution Manual.

J. A. Ditchcock
Supervisor

After County Welfare Departments have certified persons referred to WPA for work assignment as eligible to participate in the Commodity Stamp Plan, the WPA will keep Stamp Issuing Offices informed of such persons' status by furnishing Stamp Issuing Offices with copies of WPA forms.

Documents routed to Stamp Issuing Offices by WPA will include:

- WPA Form 402 - Notice of Assignment
- WPA Form 403 - Termination of Assignment
- WPA Form 601 - Change of Status
- WPA Form 612 - Advice of Rejection

Procedure to be followed upon receipt of above forms is outlined below.

2-171 WPA Form 402 2-171

WPA Forms 402 are originated by the WPA for the following reasons:

- a. Initial assignment and reassignments.
- b. Transfers between projects.
- c. Change of project status.
- d. Failure to report, rejections, etc.

-
- a. When a WPA Form 402 is received in a Stamp Issuing Office for reason of initial assignment or reassignment, mail a self-certification document to the person for whom the form has been issued. When the form is returned, if family income is in an amount that would make the family eligible, attach this document to WPA Form 402, and change the Office Record Card from temporary to continuous eligibility.

If, when WPA Form 402 is received, the income code shows earnings in excess of an amount that would permit family to participate, the WPA Form 402 shall act as a stop-notice, and eligibility will be canceled in accordance with Section 2-160 of the Manual.

- b. If WPA Form 402 gives information of a transfer from one project to another and income code is not changed, the status of family will remain the same. File the WPA Form 402 in certification document file. No self-certification document shall be sent the eligible.

If transfer document, WPA Form 402, shows a change in income, follow the procedure outlined in Paragraph A.

- c. When WPA Form 402 is received showing change of status on the project to which the worker is currently assigned (change of wage class), follow the procedure outlined in Paragraph A.
- d. When a WPA Form 402 is received showing failure to report or rejection by WPA, the form shall be considered a stop-notice and eligibility shall be canceled in accordance with Section 2-160 of the Manual.

WPA Forms 403 are originated by the WPA for the following reasons:

- a. Termination of employment.
- b. Surplus to Project needs. This reason is used when it is necessary to reduce the numbers of assigned employees on a project.
- c. Project Closing or suspensions. This reason is used if a project or unit of a project is being completed, discontinued, or suspended.
- d. Occupationally unqualified for current assignment. This reason is used if worker does not possess necessary skill to perform the work in the assigned classification but is otherwise willing and able to work on WPA.
- e. Unsuitable -- Either unable or unwilling to perform required duties but still remains available.
- f. Worker claims to be physically unable to perform duties but still remains available.
- g. Employment authorization reduced. This reason is used when termination is necessary because of reduction in employment quota.
- h. Injury but remains available.
- i. Eligible for unemployment compensation.
- j. Failure to report on call in notice.
- k. Obtained, referred to, failed to report, or refused private employment.
- l. Absent five days without notice or 14 days' absence with notice.
- m. Failed to report to project.
- n. Moved to another location.
- o. Eighteen months' continuous employment.
- p. Unemployable.
- q. Certification canceled.
- r. Failed to renew registration with California State Department of Employment.
- s. Resigned -- reason unknown.
- t. Resigned for reason other than private employment.

Procedure to be used by Stamp Issuing Offices where reasons as above appear on WPA Forms 403 will be as follows:

When a WPA Form 403 is received for reason "a" above it shall act as stop-notice and eligibility shall be canceled in accordance with Section 2-160.

When a WPA Form 403 is received for reasons "b" through "h" inclusive above it shall not cancel the worker's eligibility but will place him on the awaiting-assignment status. It will be necessary for the Stamp Issuing Office to mail such cases a new self-certification document and to adjust the basis of issuance according to income information on this new self-certification document. A cancellation date shall then be entered on the Office Record Card. This date shall be determined in accordance with the procedure outlined in Section 2-153 of the Manual.

When a WPA Form 403 is received for reasons "i" through "t" above eligibility shall be cancelled in accordance with Section 2-160.

2-173 WPA Form 601 2-173

WPA Forms 601 are originated by the WPA for the following reasons and may be issued on workers currently assigned to a project or on workers awaiting assignment:

- a. Eligible for unemployment compensation.
- b. Failure to report on call on notice, or failure to submit information necessary for completion of Employment Division records.
- c. Obtained, referred to, failed to report, or refused private or public employment.
- d. Failed to complete citizenship and allegiance affidavit.
- e. Temporarily unemployable.
- f. Change of priority.
- g. Changes, such as: spelling of name, addition of middle initial, change of address, number in family, or any change of identifying information.

Procedure to be used by Stamp Issuing Offices where reasons as above appear on WPA Form 601 will be as follows:

When a WPA Form 601 is received for reasons "a" through "e" inclusive above the eligibility of the case shall be canceled in accordance with Section 2-160.

When a WPA Form 601 is received for reasons "f" through "g" above proper corrections shall be made on all records concerning the case.

A new self-certification document will be necessary when WPA Form 601 shows a change in family size.

2-174 WPA Form 602 2-174

This form is issued by the WPA only in cases of cancellation of certification and will be used by Stamp Issuing Offices to cancel eligibility in accordance with Section 2-160.

Reasons that will appear on this form are:

- a. Unemployable.
- b. No longer in need.
- c. Permanent dismissal based on disciplinary action.
- d. No longer residing in (name of County).
- e. Violation of Section 10f of the ERA Act, 1942.
- f. Receiving categorical aid.
- g. Failure to report on 3 or more assignments.
- h. 18 months continuous employment.
- i. Only one member of family to be employed on WPA.
- j. First priority deceased.

2-175 WPA Form 612 2-175

This form is issued by the WPA only in cases that have been determined by the WPA as ineligible for WPA employment and are therefore rejected. "Three Month" certifications established in accordance with Section 2-153 on such cases should be canceled.

2-176 General Information 2-176

It is probable that Stamp Issuing Offices will receive some of the above forms that cannot be associated with a current or past participation.

These should be filed in alphabetical order for reference when inquiries are received from WPA people who are not eligible participants and will be of valuable assistance in establishing WPA status of people who make inquiry.

2-410 Minimum and Maximum Amounts of Food Stamps Which May Be Issued to Eligible Participants 2-410

- a. The minimum and maximum amounts of stamps that may be issued to families certified as eligible to participate in the Stamp Plan are determined by the Surplus Marketing Administration.
- b. Stamp Issuing Office employees must adhere strictly to minimum and maximum amounts designated by the Surplus Marketing Administration in issuing stamps to certified eligibles.
- c. The State Department of Social Welfare, as the issuing agency, is accountable to the Surplus Marketing Administration for over-issuances, under-issuances, and other erroneous issuances of regular and free stamps.
- d. The new basis of issuance, shown in Schedule C, shall be effective for all counties covered by the Food Stamp Plan.
- e. The new issuance rates are based upon both family size and family income and are applicable to cases of all types of assistance.

Effective Dates of Changes in Family Size or Income Group:

- a. If a notice of change in family size or income group is received prior to the time the first purchase of food stamps is made in a month, the change shall become effective immediately and food stamps shall be issued in accordance with the new family size and income group.
- b. If a notice of change in family size or income group is received after the time the first purchase of food stamps is made in a month, the change shall become effective as of the first of the next month and food stamps shall not be issued in accordance with the new family size and income group until the first of that month.

* In order not to confuse statistical counts, changes in family size and income group shall be posted to the Office Record Card in accordance with Section 2-213 b and c if the change notice is received prior to any purchases of food stamps. However, if the change notice is received after a purchase of food stamps has been made during the month, the change shall be entered in the body of the Office Record Card in accordance with Section 2-213 b and c but shall not be entered in the heading until the beginning of the next month since the classifications shown in the heading are used for statistical purposes and the new classification is not effective until the first of the next month.

The above procedure applies to cotton stamps also if the word "cotton" is substituted for "food".

Culbert L. Olson
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
April 16, 1942

SOCIAL WELFARE BOARD

ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
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MRS. MARY E. BARKWILL
ROUTE 1, Box 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
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BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Peek:

Attached hereto are three copies of regulation,
currently effective, made by the State Department
of Social Welfare.

These regulations are filed in accordance with
Article 21 of Chapter 3 of Title 1 of Part 3 of
the Political Code as amended by Chapter 628,
Statutes of 1941.

Very sincerely yours,

Martina A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

Attachments
172:786

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

APR 17 1942
PAUL PEEK, Secretary of State

By *Chms*
Denny

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

Culbert T. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING

DIRECTOR
Sacramento
April 14, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

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BERKELEY

DEPARTMENT BULLETIN NO. 181-C

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

IN REPLY PLEASE REFER

TO:

Subject: Plans for Federal Reimbursement for
Services Rendered for Wartime Civilian
Control Administration (W. C. C. A.)

The State Department of Social Welfare has entered into an agreement with the Federal Security Agency, Social Security Board, by which State and county personnel will be loaned for W.C.C.A., and the Federal Security Agency will reimburse.

Chapter 1 of the Extraordinary Session, which was signed by the Governor on December 23, 1941, makes it possible for counties to expend public funds to meet any National or local emergency created by war, military, naval, or air attack, or sabotage, or in providing for adequate National or local defense:

"Section 1. (a) Notwithstanding any and all budget limitations and other restrictions otherwise imposed by law, excepting only limitations imposed by the Constitution, every city, county, city and county, or district is hereby authorized to incur all necessary expenses and to expend any public funds and to expend, use, or permit the use of public property or personnel to meet any National or local emergency created by war, military, naval or air attack, or sabotage, or in providing for adequate National or local defense:

"(b) Each city, county, city and county, or district, may make all transfers of moneys from and to general or special funds necessary to pay any expenses incurred under the provisions of subsection (a) of this section, excepting only such transfers as may be prohibited by the Constitution;

"(c) The governing board of such city, county, city and county, or district by a four-fifths vote of all the members of such governing board at any regular or special meeting, may act on behalf of the city, county, city and county, or district in carrying into effect the powers conferred by the preceding subsections of this section."

If a county worker is assigned for work in a Control Station in another county, the county of employment may keep this worker on its payroll, pay the traveling expense, and bill the Federal Security Agency for complete reimbursement for salary, as well as traveling expense, board and lodging. The rules for maximum amount for board and lodging have not as yet been obtained. In the meantime, keep a record of all actual costs incurred, with receipts for lodging, and keep expenses down to a maximum of \$5.00 per day.

Countries may be reimbursed for communication services (telephone and telegraph costs) due the War-time Civilian Control Administration.

METHOD OF CLAIMING: All claims for reimbursement under Plan II, as outlined in Department Bulletin No. 181-A, are to be submitted in duplicate to the Federal Security Agency, marked: "F.S.A. - War-time Civilian Control Administration"; copies of all such claims are to be sent to the State Department of Social Welfare, 616 K Street, Sacramento, California.

Forms may be obtained directly from the Federal Security Agency, 785 Market Street, San Francisco, California.

Complete detailed instructions on how to complete the Federal forms will be sent in a few days.

Very sincerely yours

Marta A. Chickering
MARTA A. CHICKERING, Director
Department of Social Welfare

(Authority: Sections 113 and 120
Welfare and Institutions
Code)

The Surplus Marketing Administration is now known as the Agricultural Marketing Administration. Accordingly, wherever the former is mentioned in this Manual it should be interpreted to mean the latter.

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

APR 22 1942

PAUL PEER, Secretary of State

By *[Signature]* Deputy

(File behind GENERAL INFORMATION CONCERNING COMMODITY STAMP PLAN.)

2-130 Authorized Representatives of Certifying Agencies 2-130

* The Surplus Marketing Administration requires each certifying agency to appoint one or more representatives to execute all necessary documents relative to the certification of households as eligible to participate in the Stamp Plan. Each representative so appointed by the certifying agency must forward a Signature Card, SMA 466, to the Stamp Issuing Office. These cards shall be filed alphabetically by the Stamp Issuing Office. All documents received from a certifying agency relating to certification must be signed by a representative of that agency for whom the Stamp Issuing Office has on file a Signature Card. Certifications which are unsigned or signed by other than a properly authorized representative of the certifying agency shall not be accepted.

*|(To replace existing Section 2-130 in your Manual.)

2-140 Information Required on Certification Documents 2-140

The Surplus Marketing Administration requires that each agency furnish certain specific information when certifying households as eligible to participate in the Stamp Plan. The following is the information required on each certification:

2-141 Original Certifications by County Welfare Departments 2-141

These certifications must contain:

- a. Name of individual who acts as normal head of household.
- b. Welfare department case number.
- c. Complete residence address of household.
- d. Complete mailing address if it differs from residence address.
- e. Total number of persons in household.
- f. Total monthly income of household and source of income.
- g. Net monthly value of free rent (if no rent is paid) or budgetary allowance which would normally be made for rent if free rent were not available.
- h. Estimated average monthly value of food produced and consumed by household.
- i. Following certification statement:

"This is to certify that the above named household is eligible to participate in the _____ Stamp Plan."

(Enter in the blank space either "Food and Cotton," "Food" or "Cotton.")

- j. Signature of an authorized representative of the certifying agency.
- k. Name of the certifying agency.
- l. Date certification is effective.

Items "g" and "h" will be completed only if the certifying agency determines that these provisions affect the household being certified.

2-142 Original Certifications by the Work Projects Administration
 of Workers Assigned to WPA Projects. 2-142

These certifications must contain:

- a. Name of individual who acts as normal head of household.
- b. WPA identification number.
- c. Complete residence address of household.
- d. Complete mailing address, if it differs from residence address.
- e. Total number of persons in household.
- f. Total monthly income of household and source of income.
- g. Verification of WPA wage scale by WPA Division of Finance Stamp.
The signature of the WPA timekeeper is acceptable verification
* | of the WPA wage in the counties served by the Northern California
 | WPA.
- h. Signature of WPA worker in space provided following certification statement:

"This is to certify that the above information is true, and that most meals are prepared and eaten in the home."

- i. Date on which worker signed certification.

2-143 Original Certifications by the County Welfare Department
of Workers Available for Assignment to WPA Projects. 2-143

These certifications must contain:

- a. Name of individual who acts as normal head of household.
- b. County Welfare Department case number.
- c. Complete residence address of household and mailing address if different.
- d. Total number of persons in household.
- e. Total income of each member of the family group and source of such income.
- f. Date certification is prepared.

County Welfare Departments will certify for participation in the Food and Cotton Stamp Plan, all applicants whom they refer to WPA for work assignments. This will be accomplished at time referral is made to WPA and applies to both new and re-opened WPA cases. County Welfare Departments will complete only the original certification.

* | The WPA will keep Stamp Issuing Offices advised of continued eligibility of persons awaiting assignment as well as those assigned to WPA projects.

2-144 Original Certifications by the Farm Security Administration
of Standard Loan Subsistence Grant Households. 2-144

These certifications must be made on Food Stamp Purchase Authorization, FSA IX RP 307 (10-15-41) and must contain:

- a. Address of Stamp Issuing Office to which issued.
- b. Address of FSA Grant Office at which issued.
- c. Name of individual who acts as head of household.
- d. Number of Identification Card, FSC 463 b, assigned the eligible by the FSA.
- e. Complete mailing address of the eligible.
- f. Total number of persons in the household
- g. Amount of orange food stamps which may be issued.
- h. Effective dates of validity of the certification.
- i. Signature of person named as the head of the household.
- j. Signature of the FSA Grant Supervisor in charge.

2-145 Original Certifications by the Farm Security Administration
of Migratory Grant Households. 2-145

These certifications must contain all the information required under Section 2-144 above.

* | (To replace existing Sections 2-143, 2-144 and 2-145 in your Manual.)

2-150 Length of Time Original Certifications are Effective 2-150

Due to the different types of case work performed by the various certifying agencies, the Surplus Marketing Administration has established time limits on certifications of the various groups as follows:

2-151 Original Certifications by County Welfare Departments 2-151
 of Public Assistance Cases

Original certifications by County Welfare Departments which show any part of the total monthly income of a household as being received in the form of a public assistance grant; i.e. Old Age Assistance, Aid to Blind, Aid to Dependent Children, or General Assistance have no time limit placed on them. Such certifications remain in effect so long as no subsequent information is received from the County Welfare Department which would change or cancel the eligibility of the case.

2-152 Original Certifications by County Welfare Departments 2-152
 of Non-assistance Cases

Original certifications by County Welfare Departments which show that no part of the total monthly income of a household is received in the form of a public assistance grant of one of the types listed under Section 2-152, have a three-month time limit placed on them so long as no subsequent information is received from the County Welfare Department which would change or cancel the eligibility of the case. This time limit shall be computed by counting the month in which the certification is received by the Stamp Issuing Office as a full month and adding the next two subsequent calendar months.

2-153 Original Certifications by the County Welfare Department 2-153
 of Workers Available for Assignment to, but not Actually
 Working on WPA Projects.

Original certifications of workers available for assignment to WPA projects but not working on such projects have a time limit placed on them. Certification periods for such cases are on a "three-month" basis. The three-month periods end on January 31, April 30, July 31, and October 31. All certifications executed by the County Welfare Department during the first $2\frac{1}{2}$ months of any three months' period automatically expire as of the end of that period. Certifications executed after the 15th day of the third month expire as of the end of the next three months' period except any certification documents dated between January 1 and * April 30, 1942, shall bear a cancellation date of April 30 regardless of when the document is received.

a. Southern WPA Area

* During the first week of the months of January, April, July and October, the Southern California Work Projects Administration Department of Employment will forward an Advice of Availability, WPA E-70, to each person in the WPA available file certified prior to the first of the

- * third month with a request that the client return the card after indicating his need status. If the card is not returned to WPA, or if the returned card shows that client is no longer in need, the case is immediately removed from the WPA active files. If the card is returned showing need, the Southern California WPA Division of Employment continues eligibility for another 90-day period and forwards the E-70 to the Stamp Issuing Office⁽¹⁾ sometime between the 10th and last day of January, April, July and October. On such cases the Stamp Issuing Office shall forward to the person awaiting assignment a self-certification form, SMA-2-CAL. WPA Available, and shall extend the eligibility of the case to the end of the next three-month period if the returned self-certification form shows the case eligible.
- * E-70's shall be stapled to the SMA-2-CAL. WPA Available and then filed in the Certification Document Folder. The Stamp Issuing Office shall forward a SMA-2-CAL. WPA Available on all cases certified by the County Welfare Department during the first 15 days of the third month and shall extend the eligibility of the case to the end of the next three-month period if the returned self-certification form shows that case is eligible.

- * All Office Record Cards for which an E-70 or a self-certification form is not received or does not show a case remains available for WPA assignment and eligible to the Stamp Plan shall be removed as of January 31, April 30, July 31, and October 31.

b. Northern WPA Area

- * Stamp Issuing Offices serving counties in the jurisdiction of the Northern California WPA will forward to the local WPA office prior to the 17th day of January, April, July and October, a list of all cases certified to it by the County Welfare Department prior to the 16th day of the third month as awaiting assignment to WPA.⁽²⁾ This list shall show (1) name, (2) address, (3) WPA Identification No., (if available), and SMA No. It shall be prepared in quadruplicate. These copies shall be routed in the manner described in Section 2-842. The WPA will notify the Stamp Issuing Office of cases on this list it will keep in its pending assignment file by indicating such information on the list and returning one copy of it. On such cases the Stamp Issuing Office shall forward to the person awaiting

-
- * (1) In Los Angeles County E-70's will be routed by the WPA to the Central Certification and Master Files Unit. This unit will sort the forms and send them to the proper Stamp Issuing Office.
- (2) This is necessary because the Northern California WPA does not use E-70 or a similar form to investigate the eligibility of cases in its awaiting assignment file but maintains in this file only those cases which make personal application for extension of eligibility.

* assignment a SMA-2-CAL. WPA Available and shall extend the eligibility of the case to the end of the next three-month period if the returned self-certification form shows the case eligible.

Cases on which eligibility is not extended shall be removed from the active file and placed in the inactive file as of the expiration date of the certification.

* Stamp Issuing Offices will relay to warehouses information on eligibility of cases awaiting assignment to WPA in the manner prescribed in Sections 2-840 through 2-842.

2-154 Original Certifications by the Work Projects Administration of Workers Assigned to WPA Projects. 2-154

Original certifications by the Work Projects Administration of workers assigned to WPA projects have no time limit placed on them. Such certifications remain in effect so long as no subsequent information is received from the Work Projects Administration which would change or cancel the eligibility of the case.

2-155 Original Certifications by the Farm Security Administration of Standard Loan Subsistence Grant Households. 2-155

* Original certifications by the Farm Security Administration of standard loan subsistence grant households must show an expiration date which must be within 90 days of the date of the certification.

2-156 Original Certifications by the Farm Security Administration of Migratory Grant Households. 2-156

Original certification by the Farm Security Administration of migratory grant households on Food Stamp Purchase Authorization, FSA IX RP 307 (10-15-41) are effective only for the month specified on that form by the Farm Security Administration.

* (To replace Sections 2-150 through 2-156 of your Manual.)

(Front)

Federal Works Agency
WORK PROJECTS ADMINISTRATION
Southern California
1206 Santee Street
Los Angeles, California

Penalty for Private Use to Avoid
Payment of Postage \$300

OFFICIAL BUSINESS

DISTRICT Employment Officer
Work Projects Administration
1206 South Santee Street
Los Angeles, California

(Reverse)

ADVICE OF AVAILABILITY

Please complete and mail this form (which requires no postage) within 5 days in order that we may know whether you still need WPA employment.

Disregard this notice if you are now employed on a WPA project
I. D. No. _____

Name _____

Address _____

City _____

State _____

This FORM WHEN RETURNED WILL
ESTABLISH YOUR ELIGIBILITY FOR
90 DAYS. NO FURTHER CONTACT IS
NECESSARY.

Check one only:

1. I am now in private employment. _____
2. I do not need WPA employment at the present time. _____
3. I am still in need of a WPA job. _____

Please sign and mail: _____

E-70

notice is received from the certifying agency. A cancellation date may appear on the card when it is originally set up, as in those cases which automatically expire after a given length of time (private agency and other non-assistance cases), or when an effective cancellation date is stated in the certification document. Otherwise, the effective cancellation date shall be posted to the heading of the card when a cancellation notice is received from the certifying agency. The cancellation date in the heading of the card should be written in pencil in order that it may be erased if and when a recertification of the case is received. The cancellation date should be erased when a new certification is received on the case and should be replaced with a new cancellation date immediately in those cases which automatically expire at the end of a given period of time after receipt of the certification or in those cases in which an effective cancellation date is given in the new certification document.

f. Family Size. Enter the family size in pencil in order that it may be erased readily and changed in case of a change in family size.

g. Agency Case Number and Code. Enter the agency case number directly under the word "agency" in this space. At the extreme right-hand side of the line, sufficiently removed from the case number that it will not be confused with the case number, enter the code designation of the certifying agency, as follows:

All certifying and referral agencies from whom certifications are received by the issuing office will be designated by a code letter. The County Welfare Department will be designated by the letter "W"; issuing offices serving more than one county should use the letters "W", "X", "Y", and "Z".⁽¹⁾ Persons certified by the Surplus Marketing Administration on self-certification forms will be designated by the certifying agency code "S". All private agencies designated by the Welfare Department to act as referral agencies shall be given code designations 1, 2, 3, 4, etc., which will be appended to the letters W, X, Y, or Z. Thus, certifications in county W by Private Agency 1 will be coded "W-1", by Private Agency 2 will be coded "W-2", etc.

h. Type Case. Enter the category of the case as shown in the certification document. In determining the categorical classification of family groups receiving more than one type of assistance, the entire family group shall be classified under the category which appears highest in the following list (2):

WPA: Work Projects Administration
GA: General Assistance (IR, GR, etc.)
ADC: Aid to Dependent Children
OAA: Old Age Assistance
ATB: Aid to Blind
NYA: National Youth Administration
CCC: Civilian Conservation Corps
FSA: Farm Security Administration
NA: Non-Assistance

-
- * (1) Stamp Issuing Offices serving five counties will start with "V", six with "U", seven with "T", eight with "S", etc.
- (2) In Los Angeles County Indigent Aid (GR) persons in cases containing more than one category shall be considered a separate case in so far as the Cotton Stamp Plan is concerned and a separate Office Record Card for cotton stamps shall be made for the Indigent Aid case.

* (To replace the existing Sections 2-211 f, g and h of your Manual.)

Thus, a case classified as WPA might consist any other or all other categories in addition to WPA; a GA case might consist of any or all other categories in addition to GA except WPA or ADC might consist of any or all other categories in addition to ADC except WPA and GA; etc. No other categories may appear on the card under "Type Case" than those given in the above list. All types of assistance which do not appear on the above list are NA, non-assistance, and should be entered on the card and reported as such. The "Type Case" should be entered in pencil in order that it may be changed readily.

- i. Income Code. Enter the code designation for the income bracket in which the case falls. The Income Code should be entered in pencil in order that it may be changed readily.
- j. Monthly Minimum and Maximum. In these columns shall be entered the monthly minimum and maximum purchase requirements. Do not erase these monthly figures on the Office Record Card. If the monthly minimum and maximum purchase requirements change (because of change in family size, category, or income information) draw one line through the original figures and enter the new minimum and maximum figures directly under the original figures in the space provided. In those counties where the basis of issuance is uniformly one blue to two orange stamps, no figures should be entered in the column under the caption "Blue". In Los Angeles County the cotton stamp ratio must be shown on all Office Record Cards for general relief cases. On all cases certified and authorized for semi-monthly participation, the entry "CERTIFIED FOR SEMI-MONTHLY PURCHASES" must be made at the bottom of the space provided for entries of monthly minimum and maximum issuance.

2-212 Verification 2-212

The verification section of the Office Record Card provides for the following:

- a. Signature of Purchaser or Agent. The signature of the purchaser or his agent should be secured on each Office Record Card at the time of the first over-the-counter sale. The signature of an agent on this line must be, in every case, an indication that the Stamp Issuing Office has on file in the purchaser's certification * | document folder a properly executed Authorization of Agent, SMA 472. Signatures on this line, of purchaser or agent, are not necessary on cases which always participate by mail order.
- b. Certification verified by. Before a sale is made upon any Office Record Card, the signature of an administrative employee of the Stamp Issuing Office (or in Los Angeles County, of the Master File Unit) must appear on this line. A signature on this line indicates that the person signing has personally verified that a properly executed certification document is on file in the certification document folder of the case.
- c. Certification of Use Filed by. Before the third sale is made upon any Office Record Card, the signature of an administrative employee * | of the Stamp Issuing Office must appear on this line to signify that a Certification of Use, SMA-USE-1, has been signed by the purchaser and is on file in the certification document folder of the case.

2-213 Records 2-213

The body of the Office Record Card is reserved for permanent record of the case. It begins on the face and is continued on the back of the card. It is divided in two columns, the date column for the date

* | (To replace the existing Sections 2-211 i and j and 2-212 of your Manual.)

Culbert L. Olson
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING

DIRECTOR

Sacramento

April 28, 1942

SOCIAL WELFARE BOARD

ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS

MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS

ERWIN M. HIRSCHFELDER
250 FRONT STREET
SAN FRANCISCO

BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Peek:

Attached hereto are three copies of regulations,
currently effective, made by the State Department
of Social Welfare.

These regulations are filed in accordance with
Article 21 of Chapter 3 of Title 1 of Part 3 of
the Political Code as amended by Chapter 628,
Statutes of 1941.

Very sincerely yours,

M. A. Chickering
MARTHA A. CHICKERING, Director
Department of Social Welfare

Attachments
172:786

Culbert T. Olson
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING

DIRECTOR

Sacramento

April 25, 1942

SOCIAL WELFARE BOARD

ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, Box 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS

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BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

DEPARTMENT BULLETIN NO. 109-B

TO: COUNTY BOARD OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

IN REPLY PLEASE REFER

TO:
Subject: Revision of Time Study and
Administrative Expense Forms
Effective with April, 1942 Claims

Effective July 1, 1942 the merit system will require that all expenditures for Salaries and Wages and all employments and rates are based upon authorization in compliance with Requirements of the Rules for a Merit System of Personnel Administration of the State Public Assistance Programs as authorized in Division I, Chapter I of the Welfare and Institutions Code, and Amendments thereto.

In view of the above, it is necessary that the following forms be revised: Form CA 807, (formerly CA 54 DFA), Administrative Expense Affidavit for Aid to Needy Children; Form Bl 807, (formerly Bl 48 DFA), Administrative Expense Affidavit for Aid to Needy Blind; Form Ag 807, (formerly Ag 61 DFA), Administrative Expense Affidavit for Old Age Security; Form DFA 43, County Employees' Monthly Time Record; Form DFA 64, Administrative Expense Worksheet-Salaries and Wages; and a new form has been added, Form DFA 64B, Summary of County Employees Paid Less than Full Time Monthly Salaries.

Administrative
Expense Affidavits, Forms Ag
807, Bl 807, and
CA 807

The administrative expense affidavits for Aid to Needy Children, Aid to Needy Blind and Old Age Security have been amended to provide in the certification of the welfare director "That With Regard to Expenditures for Salaries and Wages Included Herein All Employments and Rates are Correctly Shown and are Based Upon Authorization in Compliance with the Requirements of the Rules for a Merit System of Personnel Administration of the State Public Assistance Program as authorized in Division I, Chapter I, of the Welfare and Institutions Code, and Amendments thereto."

The certification of the county auditor has been revised to delete the statement that warrants were issued in the amount incurred for administering the respective programs and now provides "that warrants have been issued or funds encumbered to provide liquidation of welfare administrative expenditures as reflected by that agency's statement of expenditures for the month." Forward TWO copies of these affidavits to the State Department of Social Welfare, Sacramento.

FILED

In the office of the Secretary of State
OF THE STATE OF CALIFORNIA

APR 29 1942

PAUL PEEK, Secretary of State
By *[Signature]* Deputy

County Employees'
Monthly Time Record,
Form DFA 43

The County Employees' Monthly Time Record, Form DFA 43, has been revised to provide additional space for the recording of vacation, sick leave, and other time off. In using this form, may we request that the following be closely observed:

1. In the space "Monthly Salary" include only the actual salary received under the adopted compensation plan. Do not include moneys received for travel or other expenses.
2. If Plan 1 as outlined in Bulletin 181-A for the claiming of partial reimbursement for time expended on activities under the Wartime Civilian Control Authority is followed, charge such time to Item IV, "Other Non-Allocable Time."
3. In Item V, "Vacation," include all time off properly chargeable to vacation.
4. In Item VI, "Sick Leave," include all time off properly chargeable to sick leave.
5. In Item VII, "Other Time Off," include all time off which is not properly chargeable to either Item V or VI.
6. Be sure that vacation and sick leave is exactly recorded on the monthly time record and that such time records are maintained on file as they will be subject to Federal and State audit and verification at a later date.

Administrative
Expense Worksheet-
Salaries and Wages
only, Form DFA 64

The Administrative Expense Worksheet for Salaries and Wages, Form DFA 64, has been revised to show under Column 3, "Period Covered." In this column show the month for which each expenditure for Salaries and Wages is applicable.

To conserve time and typing please show in Column 2 the name and abbreviation for the classification title of each employee. These abbreviations will be found on the reverse side of the form.

If any expenditures are made for Salaries and Wages for employees paid less than a full month's salary then Form DFA 64B is to be completed and attached in addition to the reporting of Salaries and Wages on Form DFA 64. Forward THREE copies of Form DFA 64 to the State Department of Social Welfare, Sacramento.

In Column 4, "Gross Total Expenditures," and Column 6, "Total Allocable Expenditures," include only the actual compensation received for Salaries and Wages. Do not include moneys received for travel or other expenses.

Administrative Expense Worksheet-Maintenance and Operation and Capital Outlay, Form DFA 64A

No change has been made on this form. Forward THREE copies of Form DFA 64A to the State Department of Social Welfare, Sacramento.

Summary of County Employees Paid Less than Full Time Monthly Salary, Form DFA 64B

The Summary of County Employees Paid Less than Full Time Monthly Salary, Form DFA 64B, should be completed and submitted whenever a payment appears on Form DFA 64, which payment is for less than one full month's employment. List on this summary all persons employed for less than one full month showing the dates employed, the total number of days paid, the regular rate for one full month's employment and the amount of warrant issued. THREE copies of Form DFA 64B should be completed and submitted to the State Department of Social Welfare, Sacramento, along with the other forms outlined above.

Administrative Expense Schedule, Form DFA 147

No change has been made on this form. Forward SIX copies of Form DFA 147 to the State Department of Social Welfare, Sacramento.

We are mimeographing and sending under separate cover to the County Welfare Department a supply of all revised forms. Upon receipt of these, please destroy all obsolete forms in your possession. Following is a recap of forms to be submitted to the State Department for administrative expense claims:

<u>Form Number</u>		<u>Name</u>	<u>Number Copies</u>
Old	New		
Ag 61 DFA	Ag 807	Administrative Expense Affidavit	2
B1 48 DFA	B1 807	Administrative Expense Affidavit	2
CA 54 DFA	CA 807	Administrative Expense Affidavit	2
DFA 64	DFA 64	Administrative Expense Worksheet-Salaries and Wages only	3
DFA 64A	DFA 64A	Administrative Expense Worksheet-Maintenance and Operation and Capital Outlay	3
-----	DFA 64B	Summary of County Employees Paid Less than Full Time Monthly Salary	3
DFA 147	DFA 147	Administrative Expense Schedule	6

If any problems or unusual circumstances arise regarding the completion of these revised forms, please contact this Department immediately and assistance will be rendered either by correspondence or personal contact.

So that these revised forms may be given an appropriate trial before their effective date, it is requested that the counties use the new forms immediately. We would appreciate your submitting, if possible, all administrative expense claims on the revised forms commencing with the month of April, 1942.

(Authority: Sections 119.5, 119.6, 1553, 2186, and 3087 Welfare and Institutions Code)

Very sincerely yours

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
AGED ADMINISTRATIVE EXPENSE AFFIDAVIT
TO ACCOMPANY MONTHLY ADMINISTRATIVE
EXPENSE SCHEDULE AND WORKSHEETS

STAT PARTMENT OF SOCIAL WELFARE
ACRAMENTO, CALIFORNIA

STATE OF CALIFORNIA

DO NOT WRITE IN
THIS SPACE

FROM _____ COUNTY

ADMINISTRATIVE EXPENSE AFFIDAVIT

FOR AGED PERSONS ELIGIBLE UNDER THE OLD AGE SECURITY LAW

FOR MONTH OF _____, 19____ FISCAL YEAR
(FOR STATE USE ONLY)

AMOUNT DUE FROM FEDERAL FUNDS FOR ADMINISTRATION OF AID TO NEEDY AGED

1. TOTAL AMOUNT DUE FROM FEDERAL FUNDS FOR AID, (BASIS FOR ADMINISTRATIVE EXPENSE CLAIM) (SAME AS ITEM 8 ON AID AFFIDAVIT, FORM AG 800) (FORMERLY AG 19-DFA). \$ _____
2. TOTAL AMOUNT PAID BY COUNTY FOR ADMINISTRATION OF OLD AGE SECURITY. (DO NOT INCLUDE OLD AGE AID PAYMENTS IN THIS ITEM) (TOTAL COL. 11, FORM DFA 147). \$ _____
3. TOTAL AMOUNT DUE FROM FEDERAL FUNDS FOR ADMINISTRATIVE EXPENSE FOR OLD AGE SECURITY. (3% OF ITEM 1 ABOVE) (MUST NOT EXCEED ITEM 2). \$ _____

FOR STATE USE ONLY

4. FEDERAL SHARE OF ADJUSTMENTS FOR ADMINISTRATIVE EXPENSE FOR AGED PERSONS ELIGIBLE TO FEDERAL PARTICIPATION. (THIS ITEM FOR STATE USE ONLY). \$ _____
5. ADJUSTED AMOUNT DUE FROM FEDERAL FUNDS FOR ADMINISTRATIVE EXPENSE FOR OLD AGE SECURITY (ITEM 3 PLUS OR MINUS ITEM 4) (THIS ITEM FOR STATE USE ONLY). \$ _____

STATE OF CALIFORNIA

COUNTY _____) SS

_____, BEING DULY SWORN, DEPOSES AND SAYS: THAT HE IS THE COUNTY OFFICIAL RESPONSIBLE FOR THE ADMINISTRATION OF OLD AGE SECURITY IN AND FOR THE SAID COUNTY; THAT ALL OF THE PROVISIONS OF CHAPTER 1 OF DIVISION III OF THE WELFARE & INSTITUTIONS CODE, AND AMENDMENTS THERETO, AND TITLE 1 OF THE SOCIAL SECURITY ACT, AND AMENDMENTS THERETO, HAVE BEEN COMPLIED WITH TO THE BEST OF MY KNOWLEDGE AND BELIEF; THAT THE ABOVE EXPENDITURES WERE INCURRED IN ADMINISTERING, OR WERE ALLOCATED TO, SUCH PROGRAM; THAT WITH REGARD TO EXPENDITURES FOR SALARIES & WAGES INCLUDED HEREIN ALL EMPLOYMENTS AND RATES ARE CORRECTLY SHOWN AND ARE BASED UPON AUTHORIZATION IN COMPLIANCE WITH THE REQUIREMENTS OF THE RULES FOR A MERIT SYSTEM OF PERSONNEL ADMINISTRATION OF THE STATE PUBLIC ASSISTANCE PROGRAM AS AUTHORIZED IN DIVISION 1, CHAPTER 1, SECTION 119.5 OF THE WELFARE & INSTITUTIONS CODE, AND AMENDMENTS THERETO.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY

OF _____, 194____

SIGNATURE OF WELFARE DIRECTOR OR OFFICIAL IN CHARGE

TITLE

TITLE

APPROVED
CHAIRMAN, BOARD OF SUPERVISORS

I HEREBY CERTIFY, THAT WARRANTS HAVE BEEN ISSUED, OR FUNDS ENCUMBERED, TO PROVIDE LIQUIDATION OF WELFARE ADMINISTRATIVE EXPENDITURES AS REFLECTED BY THAT AGENCY'S STATEMENT OF EXPENDITURES FOR THE MONTH.

SIGNATURE OF COUNTY AUDITOR

READ THIS AFFIDAVIT CAREFULLY

CREDIT VOUCHER CLAIM
ADMINISTRATIVE EXPENSE

STATE OF CALIFORNIA

FROM _____ COUNTY

ADMINISTRATIVE EXPENSE AFFIDAVIT

FOR BLIND PERSONS ELIGIBLE UNDER AID TO NEEDY BLIND LAW

FOR MONTH OF _____, 19____ FISCAL YEAR
(FOR STATE USE ONLY)

AMOUNT DUE FROM FEDERAL FUNDS FOR ADMINISTRATION OF AID TO NEEDY BLIND

1. TOTAL ADMINISTRATIVE EXPENSE INCURRED FOR ALL BLIND PERSONS UNDER THE AID TO NEEDY BLIND LAW FOR THE MONTH (TOTAL COLS. III & IV, FORM DFA 147). \$ _____
2. LESS: ADMINISTRATIVE EXPENSE INCURRED FOR BLIND PERSONS INELIGIBLE TO FEDERAL AID (TOTAL COL. IV, FORM DFA 147). \$ _____
3. TOTAL ADMINISTRATIVE EXPENSE INCURRED FOR BLIND PERSONS ELIGIBLE TO FEDERAL AID (ITEM 1 MINUS ITEM 2 ABOVE) (SAME AS TOTAL COL. III, FORM DFA 147). \$ _____
4. TOTAL AMOUNT DUE FROM FEDERAL FUNDS FOR ADMINISTRATIVE EXPENSE FOR AID TO NEEDY BLIND ($\frac{1}{2}$ OF ITEM 3 ABOVE). \$ _____

FOR STATE USE ONLY

5. FEDERAL SHARE OF ADJUSTMENTS FOR ADMINISTRATIVE EXPENSE FOR BLIND PERSONS ELIGIBLE TO FEDERAL PARTICIPATION (THIS ITEM FOR STATE USE ONLY). \$ _____
6. ADJUSTED AMOUNT DUE FROM FEDERAL FUNDS FOR ADMINISTRATIVE EXPENSE FOR AID TO NEEDY BLIND (ITEM 4 PLUS OR MINUS ITEM 5) (THIS ITEM FOR STATE USE ONLY). \$ _____

STATE OF CALIFORNIA

COUNTY _____ } ss.

_____, BEING DULY SWORN, DEPOSES AND SAYS: THAT HE IS THE COUNTY OFFICIAL RESPONSIBLE FOR THE ADMINISTRATION OF AID TO NEEDY BLIND IN AND FOR THE SAID COUNTY; THAT ALL OF THE PROVISIONS OF CHAPTERS 1 AND 3 OF PART 1 OF DIVISION V OF THE WELFARE & INSTITUTIONS CODE, AND AMENDMENTS THERETO, AND TITLE X OF THE SOCIAL SECURITY ACT, AND AMENDMENTS THERETO, HAVE BEEN COMPLIED WITH TO THE BEST OF MY KNOWLEDGE AND BELIEF; THAT THE ABOVE EXPENDITURES WERE INCURRED IN ADMINISTERING, OR WERE ALLOCATED TO, SUCH PROGRAM; THAT WITH REGARD TO EXPENDITURES FOR SALARIES & WAGES INCLUDED HEREIN ALL EMPLOYMENTS AND RATES ARE CORRECTLY SHOWN AND ARE BASED UPON AUTHORIZATION IN COMPLIANCE WITH THE REQUIREMENTS OF THE RULES FOR A MERIT SYSTEM OF PERSONNEL ADMINISTRATION OF THE STATE PUBLIC ASSISTANCE PROGRAM AS AUTHORIZED IN DIVISION 1, CHAPTER 1, SECTION 119.6 OF THE WELFARE & INSTITUTIONS CODE, AND AMENDMENTS THERETO.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY

OF _____, 194_____

TITLE _____

SIGNATURE OF WELFARE DIRECTOR OR OFFICIAL IN CHARGE

TITLE _____

APPROVED _____
CHAIRMAN, BOARD OF SUPERVISORS

I HEREBY CERTIFY, THAT WARRANTS HAVE BEEN ISSUED, OR FUNDS ENCUMBERED, TO PROVIDE LIQUIDATION OF WELFARE ADMINISTRATIVE EXPENDITURES AS REFLECTED BY THAT AGENCY'S STATEMENT OF EXPENDITURES FOR THE MONTH.

SIGNATURE OF COUNTY AUDITOR

READ THIS AFFIDAVIT CAREFULLY

STATE OF CALIFORNIA

FROM _____ COUNTY

ADMINISTRATIVE EXPENSE AFFIDAVIT

FOR CHILDREN ELIGIBLE UNDER AID TO NEEDY CHILDREN LAW

FOR MONTH OF _____, 19____ FISCAL YEAR
(FOR STATE USE ONLY)

DO NOT WRITE IN
THIS SPACE

AMOUNT DUE FROM FEDERAL FUNDS FOR ADMINISTRATION OF AID TO NEEDY CHILDREN

1. TOTAL ADMINISTRATIVE EXPENSE INCURRED FOR ALL CHILDREN'S CASES
UNDER THE AID TO NEEDY CHILDREN LAW FOR THE MONTH
(TOTAL COLS. V & VI, FORM DFA 147) \$ _____
2. LESS: ADMINISTRATIVE EXPENSE INCURRED FOR CHILDREN'S
CASES INELIGIBLE TO FEDERAL AID (TOTAL COL. VI, FORM DFA 147). . \$ _____
3. TOTAL ADMINISTRATIVE EXPENSE INCURRED FOR CHILDREN'S
CASES ELIGIBLE TO FEDERAL AID (ITEM 1 MINUS ITEM 2 ABOVE)
(SAME AS TOTAL COL. V, FORM DFA 147). \$ _____
4. TOTAL AMOUNT DUE FROM FEDERAL FUNDS FOR ADMINISTRATIVE
EXPENSE FOR AID TO NEEDY CHILDREN ($\frac{1}{2}$ OF ITEM 3 ABOVE) \$ _____

FOR STATE USE ONLY

5. FEDERAL SHARE OF ADJUSTMENTS FOR ADMINISTRATIVE EXPENSE
FOR CHILDREN'S CASES ELIGIBLE TO FEDERAL PARTICIPATION
(THIS ITEM FOR STATE USE ONLY) \$ _____
6. ADJUSTED AMOUNT DUE FROM FEDERAL FUNDS FOR ADMINISTRATIVE
EXPENSE FOR AID TO NEEDY CHILDREN (ITEM 4 PLUS OR MINUS ITEM 5)
(THIS ITEM FOR STATE USE ONLY). \$ _____

STATE OF CALIFORNIA

COUNTY _____ } ss.

_____, BEING DULY SWORN, DEPOSES AND SAYS: THAT HE
IS THE COUNTY OFFICIAL RESPONSIBLE FOR THE ADMINISTRATION OF AID TO NEEDY CHILDREN IN AND FOR THE SAID
COUNTY; THAT ALL OF THE PROVISIONS OF CHAPTER 1 OF PART 2 OF DIVISION 11 OF THE WELFARE & INSTITUTIONS
CODE, AND AMENDMENTS THERETO, AND TITLE IV OF THE SOCIAL SECURITY ACT, AND AMENDMENTS THERETO, HAVE BEEN
COMPLIED WITH TO THE BEST OF MY KNOWLEDGE AND BELIEF; THAT THE ABOVE EXPENDITURES WERE INCURRED IN
ADMINISTERING, OR WERE ALLOCATED TO, SUCH PROGRAM; THAT WITH REGARD TO EXPENDITURES FOR SALARIES & WAGES
INCLUDED HEREIN ALL EMPLOYMENTS AND RATES ARE CORRECTLY SHOWN AND ARE BASED UPON AUTHORIZATION IN
COMPLIANCE WITH THE REQUIREMENTS OF THE RULES FOR A MERIT SYSTEM OF PERSONNEL ADMINISTRATION OF THE STATE
PUBLIC ASSISTANCE PROGRAM AS AUTHORIZED IN DIVISION 1, CHAPTER 1, SECTION 119.5 OF THE WELFARE &
INSTITUTIONS CODE, AND AMENDMENTS THERETO.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY

OF _____, 194____

SIGNATURE OF WELFARE DIRECTOR OR OFFICIAL IN CHARGE

TITLE _____

TITLE _____

APPROVED _____

CHAIRMAN, BOARD OF SUPERVISORS

I HEREBY CERTIFY, THAT WARRANTS HAVE BEEN ISSUED, OR FUNDS ENCUMBERED, TO PROVIDE LIQUIDATION OF
WELFARE ADMINISTRATIVE EXPENDITURES AS REFLECTED BY THAT AGENCY'S STATEMENT OF EXPENDITURES FOR THE MONTH.

SIGNATURE OF COUNTY AUDITOR

READ THIS AFFIDAVIT CAREFULLY

NAME _____

FOR THE MONTH OF

19

UNIT

LOCATION

T I T L E

MONTHLY SALARY

(SALARIES ONLY-DO NOT INCLUDE TRAVEL OR OTHER EXPENSE)

TOTAL HOURS	
----------------	--

PER-	CENT
100	100
90	90
80	80
70	70
60	60
50	50
40	40
30	30
20	20
10	10
0	0

SALARY COST TO PROGRAMS	
1	100
2	100
3	100
4	100
5	100
6	100
7	100
8	100
9	100
10	100
11	100
12	100
13	100
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97	100
98	100
99	100
100	100

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

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METHOD 1

METHOD 2

MONTHLY

VERIFIED BY

EARNED

POSTED BY

* ALL SUCH COMBINATIONS MUST BE KEYED SO THAT PROPER DISTRIBUTION BETWEEN PROGRAMS MAY BE MADE. (FOR EXAMPLE: AG, BL-EL; AG, OWP, CA-INEL; CA-EL, BL-EL.)
RECORD TIME ON THIS FORM TO NEAREST HALF-HOUR AS SUMMARIZED FROM DAILY TIME RECORDS, FORM DFA-42.

(TO ACCOMPANY ADMINISTRATIVE EXPENSE AFFIDAVITS
AND SCHEDULE)

FOR MAINTENANCE AND OPERATION AND CAPITAL OUTLAY

FORWARD THREE COPIES TO THE
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

COUNTY OF _____

MONTH OF _____ 194_____

A) SPECIFY JOINT COMBINATIONS AND AMOUNTS IN COLUMN 13.

GRAND TOTAL ALL SALARIES AND WAGES CARRIED FORWARD FROM FORM DFA 64

GRAND TOTAL ALL SALARIES AND WAGES CARRIED FORWARD FROM FORM DFA 64														
1		2	3	4	5	6	7	8	9	10	11	12	13	14
WARRANT		OBJECT OF EXPENDITURE	GROSS TOTAL EXPENDITURES	LESS EXTRA-NECESSARY EXPENDITURES	TOTAL ALLOCABLE EXPENDITURES	OLD AGE SECURITY	AID TO NEEDY BLIND		AID TO NEEDY CHILDREN		INDIGENT	OTHER WELFARE PROGRAMS	A) JOINT EXPENDITURES	OVER-ALL EXPENDITURES
DATE	NUMBER						ELIGIBLE	INELIGIBLE	ELIGIBLE	INELIGIBLE				

4/42 7000

ADMINISTRATIVE EXPENSE SCHEDULE

COUNTY OF _____
 MONTH OF _____ 194_____

	SALARIES AND WAGES	MAINTENANCE AND OPERATION	CAPITAL OUTLAY	TOTAL
TOTAL GROSS EXPENDITURES	\$ _____	\$ _____	\$ _____	\$ _____
Less: EXTRANEOUS EXPENDITURES	_____	_____	_____	_____
NET EXPENDITURES APPLICABLE TO WELFARE PROGRAMS	\$ _____	\$ _____	\$ _____	\$ _____

	NET WELFARE EXPENSE I	OLD AGE SECURITY II	AID TO NEEDY BLIND		AID TO NEEDY CHILDREN		INDIGENT VII	OTHER WELFARE PROGRAMS VIII
			ELIGIBLE III	INELIGIBLE IV	ELIGIBLE V	INELIGIBLE VI		
1. SALARIES AND WAGES	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2. MAINTENANCE AND OPERATION								
A) DIRECT								
B) CARRIED TO JOINT EXPENSES (ITEM 4)								
C) CARRIED TO OVER-ALL EXPENSES (ITEM 5)								
3. CAPITAL OUTLAY								
A) DIRECT								
B) CARRIED TO JOINT EXPENSES (ITEM 4)								
C) CARRIED TO OVER-ALL EXPENSES (ITEM 5)								
4. JOINT EXPENSES								
5. OVER-ALL EXPENSES								
6. TOTAL	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Culbert L. Olson
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
April 28, 1942

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

SOCIAL WELFARE BOARD

ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, Box 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS

MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS

ERWIN M. HIRSCHFELDER
250 FRONT STREET
SAN FRANCISCO

BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

IN REPLY PLEASE REFER
TO:

My dear Mr. Peek:

Attached hereto are three copies of regulations,
currently effective, made by the State Department
of Social Welfare.

These regulations are filed in accordance with
Article 21 of Chapter 3 of Title 1 of Part 3 of
the Political Code as amended by Chapter 628,
Statutes of 1941.

Very sincerely yours,

M. A. Chickering
MARTHA A. CHICKERING, Director
Department of Social Welfare

Attachments
172:786

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING

DIRECTOR

Sacramento

April 27, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
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1680 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

DEPARTMENT BULLETIN NO. 181-D

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA
APR 29 1942
PAUL PEEK, Secretary of State
By *Chas. J. Hayes*
Deputy

IN REPLY PLEASE REFER

TO:

Subject: Temporary Assistance to Other Than
Enemy Aliens Whose Presence in an
Area May be Deemed Dangerous to the
United States

The current plan of assistance to enemy aliens affected by Department of Justice Orders has been extended to include assistance to other persons whose presence in an area may be deemed dangerous to the United States.

This covers situations created not only by restrictions imposed by the Attorney General but by Executive Order of February 19, 1942, or other law or order authorizing the removal of persons deemed dangerous to the United States. Therefore temporary assistance may be given to citizens and aliens who are in need because their normal means of livelihood have been interrupted as a result of War Department Orders restricting them or requiring their removal from an area where their presence is deemed dangerous to the United States. The restrictive order or order of removal must be the cause of interruptions of the normal means of livelihood which resulted in need. Loss of job from other causes as for example prejudice against the person because of his nationality cannot be the basis for such assistance if only casually connected with War Department Order.

The procedures and policies for granting aid to these persons are the same as those set forth in Bulletin No. 181, and the Manual of Instructions for Staff, which was sent you as an attachment to Bulletin No. 181.

Very sincerely yours

(Authority: Sections 113 and 120
Welfare and Institu-
tions Code)

Martina A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

Only one copy of Manual was available
for each County Welfare Department.

Culbert L. Olson
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
April 27, 1942

SOCIAL WELFARE BOARD

ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

MELVYN DOUGLAS
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BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

DEPARTMENT BULLETIN NO. 188

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

IN REPLY PLEASE REFER

TO:

Subject: Full Support Assured for All
Aliens and Citizens of Japanese
Ancestry in the Assembly Centers

Full support is assured by the Federal Government for all aliens and citizens of Japanese ancestry who are moved into the assembly centers established by the Wartime Civil Control Administration, and later into the reception centers to be established by the War Relocation Authority.

Because of this full support, none of these persons are in need and hence none are eligible to aid under the Old Age Security, Aid to Needy Blind, Aid to Partially Self-Supporting Blind Residents and Aid to Needy Children programs after their arrival in assembly and/or reception centers.

Very sincerely yours

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

(Authority: Sections 113 and 120
Welfare and Institutions Code)

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
April 30, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA
MRS. MARY E. BARKWILL
ROUTE 1, Box 55
LINDSAY
MELVYN DOUGLAS
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J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

APR 30 1942

PAUL PECK, Secretary of State

By *[Signature]* Deputy

IN REPLY PLEASE REFER
TO:

My dear Mr. Peek:

Attached are copies of further regulations made by the Division of
Commodity Distribution, State Department of Social Welfare. This material
includes:

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 15
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)
April 13, 1942
DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 16
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)
April 16, 1942
DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 17
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)
April 22, 1942
NEW ALLOCATION RATE NOTICE NO. 11
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 5)
April 16, 1942
DIRECT DISTRIBUTION BULLETIN NO. 3
Subject: Eligibility for Surplus Foods
April 17, 1942
DIRECT DISTRIBUTION BULLETIN NO. 4 (Preliminary)
Subject: Certification
April 17, 1942

Very sincerely yours,

MARTHA A. CHICKERING, Director

By

[Signature]
E. E. Silveira

Administrative Assistant

Attach.

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

April 13, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 15

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

Ned Holmes has replaced William J. Giovannoni as manager
of the San Diego District.

Very sincerely yours

MARTHA A. CHICKERING, Director

By

E E Silveira

E. E. Silveira

Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

April 16, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 16

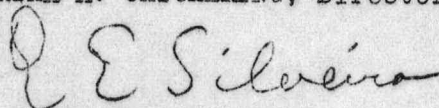
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

Millard McClaine has replaced Roy Miehle as manager of the
San Jose District.

Very truly yours,

MARTHA A. CHICKERING, Director

By

A handwritten signature in dark ink, appearing to read "E. E. Silveira". The signature is written in a cursive style with a large, looped initial "E".

E. E. Silveira
Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

April 16, 1942

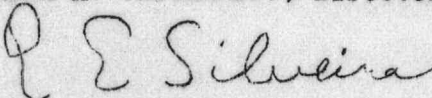
NEW ALLOCATION RATE NOTICE NO. 11
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 5)

Effective immediately, the allocation of Oranges will be to case composition codes A through H, inclusive, and J, and will be in accordance with Schedule Nineteen of the Basic Table (Page 4 of Direct Distribution Bulletin No. 5).

No allocation shall be made to case composition code I; i.e., Institutions and Organizations, except on authority of the Supervisor of Commodity Distribution.

Very sincerely yours

MARTHA A. CHICKERING, Director

By 

E. E. Silveira
Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

April 22, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 17

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

Wm. J. Giovannoni has replaced Tony Friedman as manager
of Area 4..

Very truly yours

MARTHA A. CHICKERING, Director

By *E E Silveira*

E. E. Silveira
Administrative Assistant

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

April 17, 1942

DIRECT DISTRIBUTION BULLETIN NO. 4 (Preliminary)

Subject: Certification

Direct Distribution Bulletin No. 4 on "Certification" will soon be issued in complete form. Meanwhile it is expedient to release that section of the Bulletin relating to certification of summer feeding programs in order that such programs may be certified for commodities in the approved manner.

Therefore, all previous bulletins, memoranda and other instructions concerning the certification of educational and recreational programs and summer camps, see Section C, Direct Distribution Bulletin No. 3, are hereby canceled and the following procedure substituted:

1. The CD Manager shall acknowledge and follow up all requests for the initiation of such programs.
2. After an understanding has been reached by all parties concerned (e.g., the sponsor, the sponsor's authorized agent, the CD Manager) relating to the program, the CD Manager shall provide the sponsor's agent with an "Application for Commodities - Educational and Recreation Programs and Summer Camps," DD 625, in five copies. The CD Manager shall instruct the agent in the manner of filing four copies of the application with a written statement from the sponsor that names the agent to be the authorized representative delegated to sign the application in behalf of the sponsor. The fifth copy of the application may be retained by the agent.
3. The CD Manager will receive the DD 625 form in quadruplicate (with the sponsor's written statement attached) from the sponsor's authorized agent after the agent has completed the following items in the manner described:

Name of Organization - Enter complete name of organization.

Date - Enter date application is made.

Address - Enter street address.

City - Enter name of city.

County - Enter name of county.

Name, mailing address, and location of project - Enter this information for the project and give detailed instructions for locating project if deemed advisable.

Item 1 - Enter brief description of activities of the project.

Item 2 - Enter beginning and closing dates for operation of project.

Item 3 - Enter the number of days in each camp period. This entry applies to summer camps only.

Item 4 - Enter total number of all persons, including those 18 years of age and over, enrolled for the project.

Item 5 - Enter total number of children under 18 years of age enrolled for the project.

Item 6 - Enter total number of children under 18 years of age eating in lunch room daily.

Item 7 - Enter total number of undernourished and/or underprivileged children under 18 years of age eating in lunch room daily.

Item 8 - Enter total number of undernourished and/or underprivileged children under 18 years of age who will be served breakfast, lunch, and dinner. If some other form of meal or lunch is served, specify such, and enter total number of such children to be served.

Item 9 - Enter method of determining number of children in item 7.

Item 10 - Enter "yes" or "no" without a detailed explanation.

Name of Sponsor - Enter name of organization accepting responsibility for carrying out agreement as stated in the application. This entry will invariably be the same as "Name of Organization."

Address of Sponsor - Enter street or mailing address if different. This entry will invariably be the same as "Address" on top of application form.

Signature - Enter his signature as sponsor's authorized agent.

Title and Address - Enter his title and address.

4. An application incorrectly filed or indicating ineligibility shall be returned to the sponsor's authorized agent by the CD Manager with an appropriate explanation. If the organization is eligible to receive commodities, the CD Manager shall submit all four copies of this form and the sponsor's written statement appointing the agent to the Supervisor of Commodity Distribution after completing the following items in the manner described:

Eligibility Determined - Enter his signature to indicate that he concurs with the statements of the sponsor's authorized agent and to indicate further that he determines the project to be eligible to receive commodities. He shall indicate by check mark whether the program is "general distribution" or "fruit only." Food deliveries, however, shall not be made until the project is certified by the Supervisor of Commodity Distribution to receive commodities.

Date - Enter date he determines the project to be eligible.

5. If certification is refused all four copies of the application and the sponsor's written statement shall be returned to the CD Manager by the Supervisor of Commodity Distribution with a memorandum explaining action that shall be taken. If the application is honored the Supervisor of Commodity Distribution shall complete the following items in the manner described on all four copies of the application:

Certified for Commodities - Enter his signature to indicate that he certifies the project to receive commodities and to indicate further that he authorizes the CDW Manager to make deliveries of food.

Date - Enter date project is certified to receive commodities.

6. The Supervisor of Commodity Distribution shall then route the four copies of the application, DD 625 forms, as follows:

Original to CDW Manager serving the project, together with sponsor's written statement.

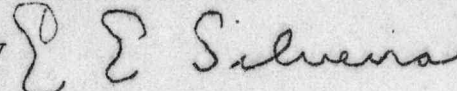
Duplicate to sponsor's authorized agent.

Triplicate to DCD state file.

Quadruplicate to AMA state office.

Very truly yours

MARTHA A. CHICKERING, Director

By 

E. E. Silveira
Administrative Assistant

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

April 17, 1942

DIRECT DISTRIBUTION BULLETIN NO. 3

Subject: Eligibility for Surplus Foods

This bulletin is issued to inform Commodity Distribution Managers of the eligibility standards for certifying families, projects, programs, organizations and institutions to receive commodities. DIRECT DISTRIBUTION BULLETIN NO. 4 explains in detail the certification procedure.

The following policy shall be made effective not later than July 1, 1942. The Director of the State Department of Social Welfare may cause any part of the policy contained in this bulletin to be made effective prior to this time. Managers will be notified of such effective dates by the Supervisor of Commodity Distribution. However, policy set forth under Section C, Educational Programs and Summer Camps, becomes effective immediately.

All previous bulletins, memoranda or other instructions concerning eligibility for surplus foods are hereby cancelled.

The State Department of Social Welfare in cooperating with the Agricultural Marketing Administration assumes the responsibility for the promulgation of policies and practices pertaining to the distribution of surplus foods subject to the rules and regulations established by the Agricultural Marketing Administration.

It is the policy that surplus foods shall not be issued in a manner to substitute for, be in lieu of, or diminish present or future relief or public assistance allowances. It is further understood that the county welfare department shall not refer persons who, according to its records, do not have facilities for the preparation of foods.

The following are eligible to receive surplus foods provided they are certified in accordance with a procedure established in Direct Distribution Bulletin No. 4:

- A. General assistance cases in counties where the Stamp Plan is not operating or in counties not specified by the Agricultural Marketing Administration,
 - 1. Persons and families receiving relief in the form of County Indigent Aid, Aid to Needy Children, Old Age Security, Aid to Partially Self-Supporting Blind, and Aid to the Needy Blind, and from the Farm Security Administration.
 - 2. Persons and families receiving relief from private welfare agencies who are recommended to the County Welfare Department by these agencies to be certified as eligible to receive food.

1. That the sponsors of the School Lunch Program or their authorized representatives shall determine the particular pupils or students undernourished and/or underprivileged who will benefit from meals prepared in whole or in part from the donated commodities and shall advise the State Department of Social Welfare of the number thereof when requested.
2. That there shall be no discrimination or segregation of any kind between paying and non-paying pupils or students in the preparation and serving of meals.
3. That the program shall be operated strictly on a non-profit basis, or on a basis which provides that any profit, after payment of actual, reasonable expense, will be reinvested in the operation of the program.
4. That the foods shall not be a substitute for, be in lieu of, or diminish present or future quantities of food commodities normally furnished, and that no reduction in any normal expenditures or in funds appropriated or budgeted for food will be made because of receipt, or the expectation of receipt, of donated commodities.
5. That these commodities shall be used in school meals only and for no other purpose.
6. That adequate and proper storage facilities shall be provided and that negligent waste or overordering of commodities shall in no way occur.
7. That an accurate inventory report of commodities distributed by the State Department of Social Welfare shall be submitted monthly.
8. That adequate provision shall be made for equipment, labor and supervision necessary to the preparation and serving of meals, proper utilization of the supplementary donated commodities and efficient operation of the program.
9. That the persons preparing and serving these lunches shall be in good health.
10. That review of operations by an authorized representative of the State Department of Social Welfare will be permitted.
11. That, provided the foregoing requirements are met, donated commodities may be commingled with commodities from other sources.
12. That any breach of the foregoing conditions shall be sufficient cause for cancellation of eligibility to receive further allocation of commodities.

C. Educational and Recreational Programs and Summer Camps

Summer camps for children, religious and social centers sponsoring such activities as boys' clubs, Bible schools and supervised recreation, and similar programs supported by federal, state or local government funds, or funds from civic organizations, public subscriptions, private individuals or other sources. These programs shall serve meals to undernourished and/or underprivileged children.⁽¹⁾

The sponsor shall understand and agree to the following conditions which are embodied in the sponsor's written application and agreement:

1. That the sponsors or their authorized representatives shall determine the number of children undernourished and/or underprivileged who will benefit from meals prepared in whole or in part from the donated commodities and shall advise the SDSW of the number thereof when requested.
2. That there shall be no discrimination or segregation of any kind between paying and non-paying children in the preparation and serving of meals.
3. That such camps, programs or projects are conducted on a non-profit basis, or in case the income from any fees or other charges exceeds the actual, reasonable cost of operation, such excess shall be reinvested in the operation.
4. That the foods shall not be a substitute for, be in lieu of, or diminish present or future quantities of food commodities normally furnished, and that no reduction in any normal expenditures or in funds appropriated or budgeted for food will be made because of receipt, or the expectation of receipt, of donated commodities.
5. That donated commodities shall be used only for meals served to children while in the immediate care of the camp or participating in community center or playground or similar activities.
6. That adequate provisions shall be made by the sponsor to supply foodstuffs necessary to the proper utilization of the supplementary donated commodities.
7. That adequate and proper storage facilities shall be provided and that negligent waste or overordering of commodities shall in no way occur.
8. That an accurate inventory report of commodities distributed by the SDSW shall be submitted monthly.

⁽¹⁾ A child becomes ineligible the calendar month following his 18th birthday.

9. That adequate provision shall be made for equipment, labor and supervision necessary to the preparation and serving of meals, proper utilization of the supplementary donated commodities and efficient operation of the program.
10. That the persons preparing and serving these lunches shall be in good health.
11. That, provided the foregoing requirements are met, donated commodities may be commingled with commodities from other sources.
12. That any breach of the foregoing conditions shall be sufficient cause for cancellation of eligibility to receive further allocation of commodities.
13. That review of operations by an authorized representative of the SDSW will be permitted.

D. Housekeeping Aide and Demonstration Projects

Housekeeping aide projects and household workers training demonstrations conducted by the WPA and other similar home demonstration projects conducted substantially for the education of public assistance recipients.

The sponsor shall understand and agree to the following conditions which are embodied in the sponsor's written application and agreement:

1. That such projects are for demonstration purposes only and the amounts of food prepared shall be consistent with this educational policy.
2. That sample meals or dishes prepared in whole or in part from donated commodities shall not be sold or disposed of in any way that may cause interference with normal channels of trade.
3. That there shall be no advertising or promotion of commercial products utilized in the demonstration.
4. That an accurate inventory report of commodities distributed by the SDSW shall be submitted monthly.
5. That review of operations by an authorized representative of the SDSW will be permitted.
6. That any breach of the foregoing conditions shall be sufficient cause for cancellation of eligibility to receive further allocation of commodities.

E. Special Projects, Camps, Institutions and Organizations

1. Resident and non-resident training centers and camps operated by the National Youth Administration and serving meals to certified youth employees.

The NYA shall understand and agree to the following conditions which are embodied in the sponsor's written application and agreement:

- a. That the gross wage of youth employees shall not be reduced as a result of the receipt of donated commodities.
 - b. That the foods shall not be a substitute for, be in lieu of, or diminish present or future quantities of food commodities normally furnished, and that no reduction in any normal expenditures or in funds appropriated or budgeted for food will be made because of receipt, or the expectation of receipt, of donated commodities.
 - c. That donated commodities shall not be sold or disposed of in any way that may interfere with normal channels of trade.
 - d. That any commodity requested may be delivered only if the SDSW has an available quantity in excess of the quantity which is properly required for distribution to other certified persons, programs or projects.
 - e. That an accurate inventory report of the commodities distributed by the SDSW shall be submitted monthly.
 - f. That, provided the foregoing requirements are met, donated commodities may be commingled with commodities from other sources.
 - g. That review of operations by an authorized representative of the SDSW will be permitted.
 - h. That any breach of the foregoing conditions shall be sufficient cause for cancellation of eligibility to receive further allocation of commodities.
2. Camps operated by the WPA or by county welfare departments and Camps Established for Conscientious Objectors,

The sponsors shall understand and agree to the following conditions which are embodied in the sponsor's written application and agreement and supported by an affidavit:

- a. That the foods shall not be a substitute for, be in lieu of, or diminish present or future quantities of food commodities furnished, and that no reduction in any normal expenditures or in funds appropriated or budgeted for food will be made because of receipt, or the expectation of receipt, of donated commodities.
 - b. That donated commodities or any food prepared therefrom shall not be sold or disposed of in any way that may interfere with normal channels of trade.
 - c. That an accurate inventory report of commodities distributed by the SDSW shall be submitted monthly.
 - d. That any commodity requested may be delivered only if the SDSW has an available quantity in excess of the quantity which is properly required for distribution to other certified persons, programs or projects.
 - e. That, provided the foregoing requirements are met, donated commodities may be commingled with commodities from other sources.
 - f. That review of operations by an authorized representative of the SDSW will be permitted.
 - g. That any breach of the foregoing conditions shall be sufficient cause for cancellation of eligibility to receive further allocation of commodities.
3. Charitable institutions and charitable organizations supported in whole or in part from public or private funds, such as homes for the aged and indigent, hospitals, sanitariums, and institutions for the insane or handicapped, except that penal institutions are not eligible.

The sponsors shall understand and agree to the following conditions which are embodied in the sponsor's written application and agreement and supported by an affidavit:

- a. That the foods shall not be a substitute for, be in lieu of, or diminish present or future quantities of food commodities furnished, and that no reduction in any normal expenditures or in funds appropriated or budgeted for food will be made because of receipt, or the expectation of receipt, of donated commodities.
- b. That an accurate inventory report of commodities distributed by the SDSW shall be submitted monthly.
- c. That any commodity requested may be delivered only if the SDSW has an available quantity in excess of the quantity which is properly required for distribution to other certified persons, programs, or projects.

- d. That review of operations by an authorized representative of the SDSW will be permitted.
- e. That any breach of the foregoing conditions shall be sufficient cause for cancellation of eligibility to receive further allocation of commodities.

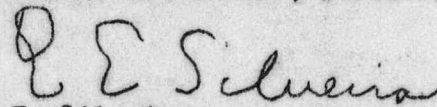
Determination of the available foods shall be made in all instances by the Supervisor of Commodity Distribution.

The kinds and quantities of surplus food to which the foregoing families, projects, organizations, and institutions are eligible will be determined by the Agricultural Marketing Administration and/or SDSW.

Very truly yours

MARTHA A. CHICKERING, Director

By



E. E. Silveira

Administrative Assistant.